



1985-86 ADS Validation Training

TABLE OF CONTENTS

	<u>Page</u>
ABOUT THESE MATERIALS	1
ACRONYMS	2
I. WHY?	3
A. WHY IT IS NECESSARY TO VALIDATE PELL GRANT APPLICANT INFORMATION?	3
B. WHY MUST SCHOOLS PARTICIPATING IN THE PELL GRANT PROGRAM UNDER THE ALTERNATE DISBURSEMENT SYSTEM (ADS) VALIDATE APPLICANT INFORMATION?	3
II. WHO?	4
A. WHICH STUDENTS AM I REQUIRED TO VALIDATE?	4
B. MAY I VOLUNTARILY VALIDATE STUDENTS WHO WERE <u>NOT</u> SELECTED FOR VALIDATION ON THEIR SAR'S?	5
III. WHEN?	
A. WHEN DO I VALIDATE THE STUDENT?	6
B. WHAT ARE THE DEADLINES AFFECTING VALIDATION THAT THE STUDENT MUST MEET?	6
IV. WHAT?	
A. WHAT INFORMATION MUST BE VALIDATED?	8
B. WHAT DOCUMENTATION MUST BE SUBMITTED?	19
V. HOW?	
WHAT ARE THE STEPS I FOLLOW TO VALIDATE A STUDENT?	30
VI. WHAT IF MY SCHOOL ALSO PARTICIPATES IN THE GSL AND/OR CAMPUS-BASED PROGRAMS?	77
A. AM I REQUIRED TO VALIDATE APPLICANT INFORMATION BEFORE A STUDENT CAN RECEIVE AID FROM THE GSL OR CAMPUS-BASED PROGRAMS?	77
B. MAY I VOLUNTARILY VALIDATE STUDENTS WHO ARE NOT ELIGIBLE FOR A PELL GRANT?	78
VII. WHAT IF I NEED MORE INFORMATION?	
WHAT DO I DO IF I HAVE A QUESTION ABOUT VALIDATION THAT THESE MATERIALS DO NOT ANSWER?	79
APPENDIX A -- CITIZENSHIP	A-1
APPENDIX B -- SAMPLE SAR/TAX RETURNS	B-1

ABOUT THESE MATERIALS

- o These materials are intended to be a step-by-step guide to the 1985-86 BASIC VALIDATION PROCEDURES for schools participating in the Pell Grant Program under the Alternate Disbursement System (ADS).
- o These materials will not answer all your questions but will tell you where you need to look for more information. Down the right-hand margin of each page is a reference to other materials, primarily the Validation Handbook, that will answer your more complex questions or provide more detailed information about the topic opposite it in the text.

The following is a key to the abbreviations of the reference materials listed in the margins:

Abbreviation	Material
VH	1985-86 Validation Handbook
ADS	1985-86 Alternate Disbursement System Handbook

- o Throughout the text of these materials, you will find information presented in "NOTE:" format. These "notes" will generally caution you or inform you that specific information presented later in these materials or in other materials are essential to understanding a topic in the text.
- o Throughout the text of these materials, you will also find information presented in "REMEMBER:" format. These "remembers" will generally provide you with an extra bit of information or a hint that you will find helpful in understanding a topic in the text.
- o Excerpted examples from the 1985-86 Student Aid Report (SAR) and the 1984 U.S. Income Tax Returns (Form 1040, 1040A, and 1040EZ) are used throughout the text of these materials to illustrate various points. Appendix B of these materials shows a sample of the three parts of the SAR and the three income tax forms in their entirety.
- o A number of acronyms are used throughout the text. The first time an acronym is used in these materials its meaning is spelled out. However, if you are unfamiliar with these acronyms, use the following list as a quick reference.

ACRONYMS

ADS	Alternate Disbursement System
AFDC/ADC	Aid to Families with Dependent Children
AGI	Adjusted Gross Income
ED	Department of Education
GSL	Guaranteed Student Loan
INS	Immigration and Naturalization Service
IRS	Internal Revenue Service
MDE	Multiple Data Entry
SAI	Student Aid Index
SAR	Student Aid Report
VA	Veterans Administration

I. WHY?

A. WHY IS IT NECESSARY TO VALIDATE PELL GRANT APPLICANT INFORMATION?

The objective of validation is to ensure that the applicant provides accurate information. The use of accurate information from the applicant to calculate the Pell Grant award is the only way to be sure that the student is receiving the correct amount for which he or she is eligible.

Therefore, when a student's application for a Pell Grant is processed by the Central Processor in Iowa City, Iowa, certain students will be "selected for validation." That is, you will have to verify the accuracy of their applicant information. These students will be selected because it appears likely that they have erred in completing their application or they will be selected at random.

Because recent studies have shown that a large number of students and their parents misreport applicant information, about 50% of the students eligible for a Pell Grant in 1985-86 will be selected for validation.

VH
P-1-2

B. WHY MUST SCHOOLS PARTICIPATING IN THE PELL GRANT PROGRAM UNDER THE ALTERNATE DISBURSEMENT SYSTEM (ADS) VALIDATE APPLICANT INFORMATION?

Until this year (1985-86), the Department of Education (ED) was conducting validation of applicant information for most ADS schools. However, only about 25% of students selected for validation at ADS schools send in the required information at one time. The Department does not have the face-to-face contact that is available to the schools. So each time the Department has to contact the student by mail, it causes a delay of at least three weeks.

Therefore, to minimize these delays in the Pell Grant award process that are costly to the students and, in many cases, to the schools, ADS schools are now responsible for validating the applicant information of selected students.

"Dear
Colleague"
Letter
#P-85-9

II. WHO?

A. WHICH STUDENTS AM I REQUIRED TO VALIDATE?

Every student eligible for a Pell Grant whose Student Aid Report (SAR) has an asterisk (*) next to the Student Aid Index (SAI) must be validated. The SAI appears in the upper right corner of Part 2 of the SAR and if the student must be validated the SAI looks like this --

VH
P.2

1985-86 Student Aid Report Federal Student Aid Programs Part 2 - Information Review Form

OMB No. 1840-0132
Form Approved
Exp. 11-30-88

SAI: 00000*
Processed: 03-25-85

ARE THERE ANY UNUSUAL CIRCUMSTANCES UNDER WHICH A STUDENT WOULD BE UNABLE TO COMPLETE VALIDATION? WHAT AM I REQUIRED TO DO UNDER THESE CIRCUMSTANCES?

Yes, even if a student is selected for validation (asterisk by SAI), he or she is NOT required to complete validation if --

VH
P.3-4

The student...	The school must...
1. and the student's family are legal residents of the Trust Territory of the Pacific Islands, Guam, American Samoa, or the Government of the Northern Mariana Islands,	1. note the permanent mailing address in the student's file.
2. is an immigrant who arrived in the United States during the first calendar year of the award year (1985),	2. note that fact in the student's file.
3. is dependent and his or her parents are citizens of, and currently reside in, another country,	3. collect a statement signed by the student stating the fact.

The student...

The school must...

4. is incarcerated at the time of validation,
5. dies during the award year,
6. completed validation at another school before transferring to your school,

4. note that fact in the student's file.
5. complete and certify the student's ED Form 304 and complete a Notice of Termination/Early Graduation.
6. obtain a letter from the first school stating that the data had been validated and a copy of the SAR on which payment had been made.

ADS

WHAT IF A STUDENT IS NOT SELECTED FOR PELL GRANT VALIDATION BUT I HAVE INFORMATION IN MY FILES THAT CONFLICTS WITH THE INFORMATION ON THE STUDENT'S SAR?

You must resolve the discrepancy between the information on the SAR and the documentation before certifying the student's Form 304 even if the student was not selected for validation.

VH
p.5

B. MAY I VOLUNTARILY VALIDATE STUDENTS WHO WERE NOT SELECTED FOR VALIDATION ON THEIR SAR'S?

Yes, you may choose to validate some or all of the students eligible for a Pell Grant who have NOT been selected for validation on their SAR's.

VH
p.47

NOTE: See SECTION VI - WHAT IF MY SCHOOL ALSO PARTICIPATES IN THE GSL AND/OR CAMPUS-BASED PROGRAMS if your school participates in the Guaranteed Student Loan and/or Campus-Based (National Direct Student Loan, Supplemental Educational Opportunity Grant, or College Work-Study) Programs in addition to the Pell Grant Program under ADS.

III. WHEN?

A. WHEN DO I VALIDATE THE STUDENT?

Validation must be completed BEFORE you certify the student's ED Form 304.

VH
Appendix A

ADS

B. WHAT ARE THE DEADLINES AFFECTING VALIDATION THAT THE STUDENT MUST MEET?

SAR to School

A student (whether selected for validation or not) must submit a SAR with an eligible SAI to the school by his or her last day of enrollment or July 1, 1986 whichever comes first.

"Dear
Colleague"
Letter
#P-85-13

SAR to Central Processor for Corrections

Part 2 of a SAR with corrections that need to be reprocessed must be received by the Central Processor in Iowa City, Iowa by July 30, 1986.

Validated SAR and ED Form 304 (and resulting Form 304-1) to ADS Payment Processor

If validation of the student's SAR was completed by June 15, 1986, the ADS Payment Processor in Silver Spring, Maryland must receive --

1. Part 3 of the validated SAR and the certified Form 304 by July 15, 1986; AND
2. the completed Form 304-1 by August 26, 1986.

If validation of the student's SAR was completed after June 15, 1986, the ADS Payment Processor in Silver Spring, Maryland must receive --

1. Part 3 of the validated SAR and the certified Form 304 within 30 days of the date that the student completed validation but no later than September 30, 1986; AND

2. the completed Form 304-1 within 30 days of the processing date shown in Section 1 of the Form 304-1.

REMEMBER:

- o The student forfeits all Pell Grant payments for the award year if any one of these deadlines is not met.
- o The student is responsible for meeting deadlines and completing validation within enough time to allow corrected SAR to be reprocessed and resubmitted to the school, if necessary.
- o No exceptions to the deadline dates are made because of mailing problems.

NOTE: See SECTION VI - WHAT IF MY SCHOOL ALSO PARTICIPATES IN THE GSL AND/OR CAMPUS BASED PROGRAMS if your school participates in the Guaranteed Student Loan and/or Campus Based (National Direct Student Loan, Supplemental Educational Opportunity Grant, or College Work-Study) Programs in addition to the Pell Grant Program under ADS.

IV. WHAT?

WHAT INFORMATION MUST BE VALIDATED?

1. HOW DO I KNOW WHAT INFORMATION ON A STUDENT'S SAR I AM REQUIRED TO VALIDATE?

Before you can determine what information on the SAR must be validated, you need the answers to the following two questions:

1. Is the student dependent or independent? AND
2. Is the SAR the result of an application or a Special Condition application?

HOW DO I DETERMINE WHETHER A STUDENT IS DEPENDENT OR INDEPENDENT?

To be INDEPENDENT, a married student must answer "NO" to all the following questions for 1985; an unmarried student must answer "NO" to all the questions for 1984 and 1985:

- o Student lives with parents for more than 42 days in 1984? 1985?
- o Student received more than \$750 support from parents in 1984? 1985?
- o Parents claim the student as a U.S. income tax exemption in 1984? 1985?

You can determine a student's dependency status by looking at the headings and at Section B on Part 2 of the SAR.

VH
p. 13-14

On the SAR's of ALL independent students, the headings of Sections C, D, and E on Part 2 will refer to "...Information of Student" (rather than "Parent" as with dependent students) and look like this--

C. Household Information of Student

D. 1984 Income & Expense Information of Student

E. Asset Information of Student

On Part 2 of a MARRIED independent student's SAR, Section B lists "NO" for all 1985 questions and looks like this--

B. Student's Status

13. Lived with parents 5 weeks in 1984?	YES	13
14. Lived with parents 5 weeks in 1985?	NO	14
15. Parents claim as exemption in 1984?	YES	15
16. Parents claim as exemption in 1985?	NO	16
17. \$750 support from parents in 1984?	YES	17
18. \$750 support from parents in 1985?	NO	18

On Part 2 of an UNMARRIED independent student's SAR, Section B lists "NO" for all 1984 and 1985 questions and looks like this--

B. Student's Status

13. Lived with parents 6 weeks in 1984?	NO	13
14. Lived with parents 6 weeks in 1985?	NO	14
15. Parents claim as exemption in 1984?	NO	15
16. Parents claim as exemption in 1985?	NO	16
17. \$750 support from parents in 1984?	NO	17
18. \$750 support from parents in 1985?	NO	18

NOTE: The term, "parents," has a particular meaning in relation to the application for Federal student aid. Be sure to review the information in Appendix D of the 1985-86 Validation Handbook which answers the following questions:

- o What is the definition of parent?
- o When must a student include information about a step-parent?
- o Who is the "parent" if the parents are separated or divorced?
- o What is the effect of the death of the parent(s)?

VH
Appendix D

HOW DO I DETERMINE WHETHER A STUDENT'S SAR IS THE RESULT OF AN APPLICATION OR A SPECIAL CONDITION APPLICATION?

1985-86
Special
Condition
Form

A student may only file a Special Condition application if his or her family's situation has changed for the worse because of death, separation, divorce, or loss of job or benefits. Under one of those conditions, the student's SAI may be calculated using 1985 information instead of the usual 1984 base year information. Only about 4% of all student's will have a SAR resulting from a Special Condition application.

You can determine if the SAR is the result of an application or a Special Condition application by looking at Parts 1 and 2 of the SAR.

Part 1 of the SAR resulting from a Special Condition application will contain the following comment:

"This report is based on the 1985 information you recently provided on your Special Condition Form."

Also, because 1985 information is used, the heading of Section D on Part 2 will refer to "1985 Income and Expense Information..."

2. ONCE I HAVE DETERMINED THAT THE STUDENT IS INDEPENDENT, WHAT INFORMATION ON THE SAR AM I REQUIRED TO VALIDATE?

SAR Resulting from Application

The following information on the SAR must be validated for an independent student whose SAR is the result of an application (not a Special Condition application):

INFORMATION	ITEM NO. ON PART 2 OF SAR	
o Adjusted gross income (AGI) of student (and spouse)	27	VH p.22-32
o U.S. income tax paid by student (and spouse)	28	p.22-32
o Household size of student (and spouse)	22	p.17-21
o Number in household in postsecondary institutions	24	p.17-21
o Untaxed income of student (and spouse) including--		
o Married couple deduction	29	p.33
o Social Security benefits*	34	p.34-35
o All other untaxed income and benefits	36	p.36-38
o Student's (not spouse's) VA educational benefits	55 and 56	p.39-44
o Independent student status	13 thru 18	p.11-16

*Social Security benefits must be validated ONLY if the following comment appears in Part 1 of the SAR:

"You must provide documents to verify the Social Security benefits reported in Item 34."

SAR Resulting from Special Condition Application

If the independent student's SAR is the result of a Special Condition application, only the following information must be validated:

VH
p.45-46

INFORMATION	ITEM NO. ON PART 2 OF SAR	
o Household size of student (and spouse)	22	p.17-21
o Number in household in postsecondary institutions	24	p.17-21
o Student's (<u>not</u> spouse's) VA educational benefits	55 and 56	p.39-44
o Independent student status	13 thru 18	p.11-16

VH

NOTE: Use the chart on the next page as a quick reference for identifying what information must be validated if the student is independent.

REQUIRED VALIDATION ITEMS FOR AN INDEPENDENT STUDENT

STUDENT (AND SPOUSE) INFORMATION									
	HOUSEHOLD SIZE	NO. IN POST-SECONDARY	BASE YEAR (1984)					STUDENT VA EDUCATIONAL BENEFITS	INDEPENDENT STUDENT STATUS
			AGI	TAX PAID	MARRIED COUPLE DEDUCTION	SOCIAL SECURITY BENEFITS*	OTHER UNTAXED INCOME		
APPLICATION	X	X	X	X	X	X	X	X	X
SPECIAL CONDITION APPLICATION	X	X						X	X

*Social Security benefits must be validated ONLY if comment appears on Part 1 of the SAR.

3. ONCE I HAVE DETERMINED THAT THE STUDENT IS DEPENDENT, WHAT INFORMATION ON THE SAR AM I REQUIRED TO VALIDATE?

SAR Resulting from Application

The following information on the SAR must be validated for a dependent student whose SAR is the result of an application (not a Special Condition application):

INFORMATION	ITEM NO. ON PART 2 OF SAR	VH
o Adjusted gross income (AGI) of--		
o Parents	27	p.22-32
o Dependent student (and spouse)*	40	p.22-32
o U.S. income tax paid by--		
o Parents	28	p.22-32
o Dependent student (and spouse)*	41	p.22-32
o Household size of parents	22	p.17-21
o Number in household in postsecondary institutions	24	p.17-21
o Untaxed income of parents including--		
o Married couple deduction	29	p.33
o Social Security benefits**	34	p.34-35
o All other untaxed income and benefits	36	p.36-38
o Student's (<u>not</u> spouse's) VA Educational benefits	55 and 56	p.39-44
o Dependent student's (and spouse's) untaxed income*	42	p.33-38

*AGI, U.S. income tax paid, and untaxed income for the DEPENDENT student (and spouse) must be validated ONLY if a "B" appears in the "SC"

code at the bottom of Part 2 of the SAR. If these items must be validated, the "SC" Code looks like this--

```

BE 1318 ED 000000000 B D      D
LF 6000 ; EF 6000 ; FS 9600 ; ME 0 ; EE 1800 ; DT 5100-; CI 0 ; BA
TA 0 ; CA 5100-; TC 0 ; AC 0 SC 0 B; RS 0

```

*Social Security benefits must be validated ONLY if the following comment appears in Part 1 of the SAR:

"You must provide documents to verify the Social Security benefits reported in Item 34."

VH
p.34-35

SAR Resulting from Special Condition Application

If the dependent student's SAR is the result of a Special Condition application, only the following information is required to be validated:

VH
p.45-46

INFORMATION	ITEM NO. ON PART 2 OF SAR	
Household size of parents	22	
Number in household in postsecondary institutions	24	
Dependent student's (<u>not</u> spouse's) VA educational benefits	55 and 56	
Dependent student's (and spouse's) Adjusted Gross Income (AGI)*	40	
Dependent student's (and spouse's) U.S. income tax paid*	41	
Dependent student's (and spouse's) untaxed income*	42	

VH
p.17-21
p.17-21
p.39-44
p.22-32
p.22-32
p.33-38

AGI, U.S. income tax paid, and untaxed income for the DEPENDENT student (and spouse) are ONLY required to be validated if a "B"

p.25

appears in the "SC" Code at the bottom of Part 2 of the SAR. If these items must be validated, the "SC" Code looks like this--

```

R3E 1316 ED 000000000 B 0      D
AF 8000 ; EF 6000 ; FS 8600 ; ME 0 ; EE 1500 ; DI 5100-; CI 0 ; BA
HA 0 ; CA 5100-; TC 0 ; AC 0 ; SC 0 B; CS 0

```

NOTE: Use the chart on the next page as a quick reference for identifying what information must be validated if the student is dependent.

REQUIRED VALIDATION ITEMS FOR A DEPENDENT STUDENT

PARENT'S INFORMATION											
		BASE YEAR (1984)									
	HOUSEHOLD SIZE	NO. IN POST SECONDARY	AGI	TAX PAID	MARRIED COUPLE DEDUCTION	SOCIAL SECURITY BENEFITS**	OTHER UNTAXED INCOME	STUDENT/ SPOUSE AGI*	STUDENT/ SPOUSE TAX PAID*	STUDENT/ SPOUSE UNTAXED INCOME*	STUDENT VA EDUCATIONAL BENEFITS
APPLICATION	X	X	X	X	X	X	X	X	X	X	X
SPECIAL CONDITION APPLICATION	X	X						X	X	X	X

* Dependent student (and spouse) AGI, tax paid, and untaxed income must be validated ONLY if "SC" Code at bottom of Part 2 of the SAR is "B".

** Social Security benefits must validated ONLY if comment appears on Part 1 of the SAR.

MAY I VOLUNTARILY VALIDATE OTHER INFORMATION ON THE SAR?

Yes, you may choose, but are not required, to validate some or all of the following "discretionary" items on the SAR for some or all students.

VH
p.47-60

INFORMATION	ITEM NO. ON PART 2 OF SAR	
o Bachelor's degree	9	VH p.51
o Income earned from work	32 and 33	p.49-50
o AFDC/ADC	35	p.50
o Medical/dental expenses	37	p.51-52
o Elementary/junior high/senior high tuition	38	p.52
o Dependent student (and spouse) savings and assets	43	p.53
o Cash and savings	44	p.53
o Home value	45	p.54
o Home debt	46	p.56
o Other real estate/investment value	47	p.56
o Other real estate/investment debt	48	p.58
o Business/farm value	49	p.58-59
o Business/farm debt	50	p.59-60

5. WHAT ABOUT CITIZENSHIP STATUS (ITEM NO. 7 ON SAR), IS IT A REQUIRED VALIDATION ITEM OR A DISCRETIONARY ITEM?

A student must be a U.S. citizen or an eligible non-citizen to receive Federal student aid. This is a basic eligibility requirement rather than an item that determines how much aid a student may receive.

VH
p.5

Citizenship status is not a validation item. However, because this is a basic eligibility requirement, the Pell Grant Program regulations say that ALL eligible non-citizens (that is, any student who is not a U.S. citizen or national or a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands) must provide evidence of their status from the U.S. Immigration and Naturalization Service (INS). These students must provide evidence of their citizenship status whether they have been selected for validation or not.

You can determine which students are eligible non-citizens and must provide documentation of their status to you by looking at Parts 1 and 2 of the SAR. Part 1 of an eligible non-citizen's SAR will contain the following comment:

"You must submit proof of your citizenship status to the Financial Aid Office at your school before you can receive any Federal student aid."

Also Item No. 7 in Section A on Part 2 of the SAR looks like this--

A. Student's Information		
1. Student's Last Name	DOE	1
2. Student's First Name	JOHN	2
3. Student's Middle Initial	J	3
4. Social Security Number	000-00-0000	4
5. Date of Birth (MM-DD-YY)	11-24-54	5
6. State of Legal Residence	PA	6
7. Citizenship Status	ELIGIBLE NONCIT	7
8. Year in College	1ST	8
9. Bachelor's Degree by 7-1-85?	NO	9
10. Marital Status	UNMARRIED	10
11. Number of Dependent Children	0	11

The documentation that these students must provide to you will vary according to their status with INS. See Appendix A of these materials for a detailed description of the documentation from INS that you may accept as proof of a student's citizenship status.

WHAT DOCUMENTATION MUST BE SUBMITTED?

1. ONCE I DETERMINE WHICH INFORMATION ON THE SAR AN INDEPENDENT STUDENT MUST VALIDATE, WHAT DOCUMENTS MUST THE STUDENT SUBMIT TO VALIDATE IT?

To validate...	The independent student must submit...
<ul style="list-style-type: none">o AGI of the student (and spouse) No. 27 of SAR	<ul style="list-style-type: none">o If a <u>tax filer</u>--<ul style="list-style-type: none">1. A copy of the 1984 U.S. Income Tax Return Form 1040, 1040A, or 1040EZ signed by the student (and spouse), <u>OR</u>2. A copy of a comparable State income tax return signed by the student (and spouse) <u>OR</u>3. A listing of the student's (and spouse's) tax account information from the Internal Revenue Service (IRS);o If a <u>non-tax filer</u>-- A statement signed by the student (and spouse) certifying that no 1984 tax return was/will be filed and that all information on the application is correct.
<ul style="list-style-type: none">o U.S. income tax paid by student (and spouse) No. 28 on SAR	<ul style="list-style-type: none">o Same documentation as for AGI of student (and spouse).

VH

p.22-32

p.22-32

p.22-32

To validate...

The independent student
must submit...

VH

- o Household size of student
(and spouse)
No. 22 on SAR

- o If a tax filer with a
difference between the
number of exemptions on
tax return (minus any
for age or blindness)
and the number in house-
hold in Item No. 22 on
SAR---

p.17-21

A statement signed by
the student (and spouse)
listing the names in the
household at the time of
validation and explain-
ing the difference;

REMEMBER: If a tax
filer with no difference
between return and No.
22 on SAR, no documenta-
tion is needed for this
item;

If a non-tax filer---

p.17-21

A statement signed by
the student (and spouse)
listing the names in the
household at the time of
validation.

- o Number in household in
postsecondary institu-
tions
No. 24 on SAR

- o A statement signed by
the student (and spouse)
listing at the time of
validation, the names
and ages of those at-
tending/planning to
attend a postsecondary
school at least half-
time and the names and
addresses of the
schools.

p.17-21

REMEMBER: If the number
in No. 24 on SAR is "1"
meaning the student, no
documentation is needed
for this item.

To validate...	The independent student must submit...	VH
o Untaxed income of student (and spouse) including--		
o Married couple deduction No. 29 on SAR	o Same documentation as for AGI of student (and spouse).	p.33
o Social Security benefits No. 34 on SAR	o Document from the Social Security Administration showing amount received in 1984.	p.34-35
o All other untaxed income and benefits No. 36 on SAR	o If <u>a tax filer</u> -- <ol style="list-style-type: none"> <li data-bbox="736 848 1133 1074">1. o A copy of the 1984 U.S. Income Tax Return Form 1040, 1040A, or 1040EZ signed by the student (and spouse), <u>OR</u> <ul style="list-style-type: none"> <li data-bbox="797 1103 1133 1295">o A copy of a comparable State income tax return signed by the student (and spouse), <u>OR</u> <li data-bbox="797 1324 1133 1517">o A listing of the student's (and spouse's) tax account information from the IRS; <u>AND</u> <li data-bbox="736 1546 1133 1795">2. A copy of the worksheet (or facsimile) for untaxed income and benefits for 1984 from the student aid application signed by the student (and spouse); 	p.36-38

TO validate...

The independent student
must submit...

VH

o If a non-tax filer--

p.36-38

A copy of the worksheet
(or facsimile) for un-
taxed income and bene-
fits for 1984 from the
student aid application
signed by the student
(and spouse).

REMEMBER: Even if the
amount in No. 36 on the
SAR is "0", the above
documentation for this
item must be submitted.

o Student's (not spouse's) VA
educational benefits
No. 55 and 56 on SAR

o 1. A copy of the stu-
dent's award letter
from the VA, OR

p.39-44

2. A statement from
your school's vet-
erans office showing
student's monthly
benefit amount and
number of months to
be received from
July 1985 to June
1986.

NOTE: You may also
use the VA RATE
TABLE issued by the
VA to validate this
item.

REMEMBER: If the
amounts in No. 55
and 56 on SAR are
"0," no documentati-
on is needed for
this item.

To validate...

The independent student
must submit...

VH

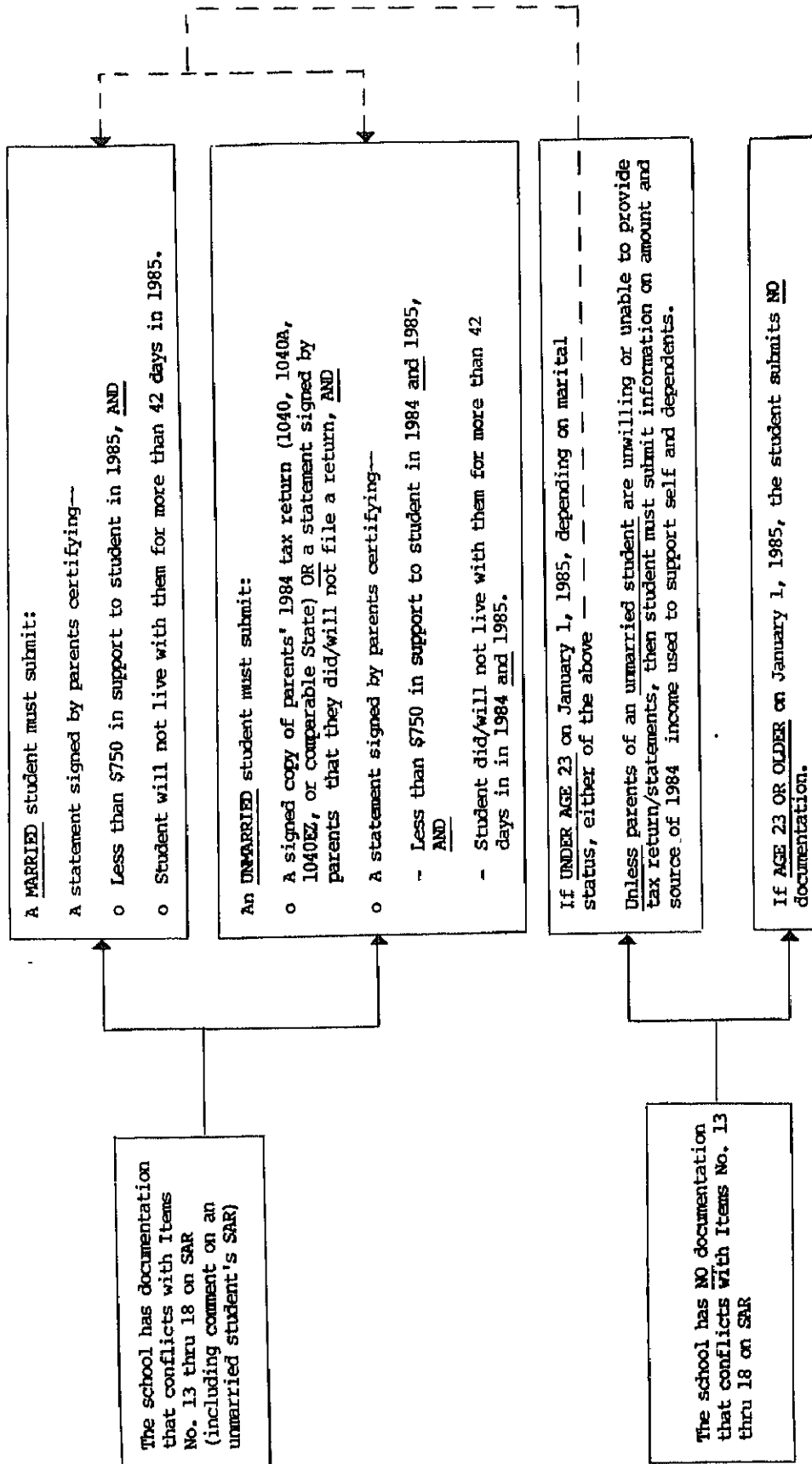
p.11-16

- o Independent student status
No. 13 thru 18 on SAR

- o Documents according to
chart on the next page.
Documentation varies
depending on the stu-
dent's age, marital
status and whether
school has documentation
that conflicts with
Items No. 13 thru 18 on
SAR.

REMEMBER: The following
comment in Part 1 of an
unmarried independent
student's SAR is con-
flicting documentation:
"You must submit a
signed copy of your
parents' 1984 U.S. In-
come Tax return(s), Form
1040/1040A/1040EZ, to
the Financial Aid Office
at your school."

DOCUMENTATION FOR INDEPENDENT STUDENT STATUS



ONCE I DETERMINE WHICH INFORMATION ON THE SAR A DEPENDENT STUDENT
MUST VALIDATE, WHAT DOCUMENTS MUST THE STUDENT SUBMIT TO VALIDATE IT?

<u>To validate...</u>	<u>The dependent student must submit...</u>	
o AGI of--	o <u>If parents are tax filers--</u>	p.22-32
o Parents NO. 27 ON SAR	1. A copy of the 1984 U.S. Income Tax Return Form 1040, 1040A, or 1040 EZ signed by the parents, <u>OR</u> ,	
	2. A copy of a comparable State income tax return signed by the parents, <u>OR</u> ,	
	3. A listing of the parents' tax account information from the IRS;	
	o <u>If parents are non-tax filers--</u>	p.22-32
	A statement signed by the parents certifying that no 1984 tax re- turn was/will be filed and that all information on the applica- tion is correct.	
o Dependent student (and spouse) No. 40 on SAR	o <u>If a tax filer--</u>	p.22-32
	1. A copy of the 1984 U.S. In- come Tax Return Form 1040, 1040A, or 1040EZ signed by the student (and spouse), <u>OR</u>	
	2. A copy of a comparable State income tax return signed by the student (and spouse), <u>OR</u> ,	
	3. A listing of the student's (and spouse's) tax account information from the IRS;	
	o <u>If a non-tax filer--</u>	
	A statement signed by the student (and spouse) certifying that no 1984 tax return was/will be filed and that all information on the application is correct.	p.22-32

- | | | | |
|---|---|---|---------|
| <ul style="list-style-type: none"> o U.S. income tax paid by--- | <ul style="list-style-type: none"> o Parents
No. 28 on SAR | <ul style="list-style-type: none"> o Same documentation as for AGI of parents | p.22-32 |
| <ul style="list-style-type: none"> o Dependent student (and spouse)
No. 41 on SAR | <ul style="list-style-type: none"> o Same documentation as for AGI of dependent student (and spouse) | <ul style="list-style-type: none"> o Same documentation as for AGI of dependent student (and spouse) | p.22-32 |
| <ul style="list-style-type: none"> o Household size of parents
No. 22 on SAR | <ul style="list-style-type: none"> o <u>If parents are tax-filers with a difference between the number of exemptions on the tax return (minus any for age or blindness) and the number in household in Item No. 22 on SAR--</u> | <p>A statement signed by the parents listing the names in the household at the time of validation and explaining the difference;</p> <p><u>REMEMBER:</u> If parents are tax filers with no difference between return and No. 22 on SAR, no documentation is needed for this item;</p> | p.17-21 |
| <ul style="list-style-type: none"> o Number in household in postsecondary institutions
No. 24 on SAR | <ul style="list-style-type: none"> o <u>If parents are non-tax filers--</u> | <p>A statement signed by the parents listing the names in the household at the time of validation.</p> | p.17-21 |
| <ul style="list-style-type: none"> o A statement signed by the parents listing at the time of validation, the names and ages of those attending/planning to attend a postsecondary school and the name and addresses of the schools. | <ul style="list-style-type: none"> o A statement signed by the parents listing at the time of validation, the names and ages of those attending/planning to attend a postsecondary school and the name and addresses of the schools. | <p><u>REMEMBER:</u> If the number in No. 24 on SAR is "1" meaning the student, no documentation is needed for this item.</p> | p.17-21 |

To validate...

The dependent student must submit...

VH

- o Untaxed income of parents including--

- o Married couple deduction
No. 29 on SAR

- o Social Security benefits
No. 34 on SAR

- o All other untaxed income and benefits
No. 36 on SAR

- o Same documentation as for AGI of parents.

- o Documentation from the Social Security Administration showing the amount received in 1984.

- o If parents are tax filers--

1. o A copy of the 1984 U.S. Income Tax Return Form 1040, 1040A, or 1040EZ signed by the parents, OR

- o A copy of a comparable State income tax return signed by the parents, OR

- o A listing of the parents' tax account information from the IRS; AND

2. A copy of the worksheet (or facsimile) for untaxed income and benefits for 1984 from the student aid application signed by the parents;

- o If parents are non-tax filers--

A copy of the worksheet (or facsimile) for untaxed income and benefits for 1984 from the student aid application signed by the parents.

REMEMBER: Even if the amount in No. 36 on the SAR is "0," the above documentation for this item must be submitted.

p.33

p.34-35

p.36-38

p.36-38

o validate...

The dependent student must submit

VH

o Dependent student's
(not spouse's) VA
educational benefits
No. 55 and 56 on SAR

- o 1. A copy of the student's award
letter from the VA, OR
- 2. A statement from your
school's veteran's office
showing student's monthly
benefit amount and number of
months to be received from
July 1985 to June 1986.

p.39-44

NOTE: You may also use the
VA RATE TABLE issued by the
VA to validate this item.

REMEMBER: If the amounts in
Nos. 55 and 56 are "O," no
documentation is needed for
this item.

o Dependent student's
(and spouse's)
untaxed income
No. 42 on SAR

o If a tax filer--

- 1. o A copy of the 1984 U.S.
Income Tax Return Form
1040, 1040A, or 1040EZ
signed by the student
(and spouse), OR
- o A copy of a comparable
State income tax return
signed by the student
(and spouse), OR
- o A listing of the stu-
dent's (and spouse's) tax
account information from
the IRS; AND

p.25,33-38

- 2. A copy of the listing (or
facsimile) for dependent
student untaxed income and
benefits for 1984 from the
student aid application
signed by the student (and
spouse);

validate...

The dependent student must submit...

VH

o If a non-tax filer--

p.25,33-38

A copy of the listing (or facsimile) for dependent student untaxed income and benefits for 1984 from the student aid application signed by the student (and spouse).

REMEMBER: Even if the amount in No. 42 on the SAR is "0," the above documentation for this item must be submitted.

WHAT DOCUMENTS MUST THE STUDENT SUBMIT TO VALIDATE THE DISCRETIONARY ITEMS?

Chapter III of the 1985-86 Validation Handbook gives a detailed description of the documents that the student must submit for each discretionary item your school chooses to validate.

VH
p.47-60

V. HOW?

WHAT ARE THE STEPS I FOLLOW TO VALIDATE A STUDENT?

There are seven basic steps to follow in validating a student at an ADS school. The process begins with determining whether or not a student is required to be validated and usually ends with the completion of the ED Form 304.

The chart on the following page is an overview of these seven steps in the validation process at an ADS school. The rest of this section gives a detailed description of how to accomplish each step shown on the chart as it relates to validation.

VH
p.8-10

VALIDATION PROCESS

STEP 1

Determine from SAR if student must be validated

(a)

(b)

STEP 2
a OR b

If not--
 o Complete validation status information on SAR
 o Complete Form 304
 o Keep Part 1 of SAR and copy of Form 304 in file
 o Student submits Part 3 of SAR and Form 304 to ADS Payment Processor

If so, determine items to be validated

STEP 3

Determine documentation required to validate items

STEP 4

Notify student of documentation to be submitted

(a)

(b)

STEP 5
a OR b

If student does not submit documentation, do NOT complete Form 304

When student submits documentation, compare with information on SAR

(a)

(b)

(c)

STEP 6
a, OR
OPTIONAL
b, OR c

If all information matches--
 o Complete validation status information on SAR
 o Complete Form 304
 o Keep documentation Part 1 of SAR, and copy of Form 304 in file
 o Student submits Part 3 of SAR and Form 304 to ADS Payment Processor

OPTIONAL
 If information does not match but is within tolerance--
 o Complete validation status information on SAR
 o Complete Form 304
 o Keep documentation, Part 1 of SAR, and copy of Form 304 in file
 o Student submits Part 3 of SAR and Form 304 to ADS Payment Processor

If information does not match--
 o Student information and signs certification on Part 2 of SAR
 o Keep documentation and copy of Part 2 of SAR in file
 o Student submits Part 2 of SAR to Central Processor for reprocessing

(a)

(b)

STEP 7
a OR b

When students submits reprocessed SAR, compare with documentation

If student does not submit reprocessed SAR, do NOT complete Form 304

STEP 1

Determine from SAR if student must be validated

STEP 1 review SECTION II - WHO? for information on how to determine
on the SAR which students you must validate.

Materials
p.4-5

VH
P.2-5

When you have determined whether the student must be validated, GO ON
STEP 2a on page 33 OR 2b on page 36.

STEP 2a

If not--

- o Complete validation status information on SAR
- o Complete Form 304
- o Keep Part 1 of SAR and copy of Form 304 in file
- o Student submits Part 3 of SAR and Form 304 to ADS Payment Processor

In STEP 1 you determined from the student's SAR that he or she is NOT REQUIRED TO BE VALIDATED and you have chosen NOT to voluntarily validate the student...

Now, in STEP 2a you--

1. Complete the SCHOOL CERTIFICATION SECTION on the front of PART 3 of the student's SAR. That Section looks like this--

SCHOOL CERTIFICATION

I certify that payments to this student are correct according to Pell Grant Program regulations, instructions in the Student Financial Aid Handbook and the 1985-86 Payment Schedule.

I further certify that the student is making satisfactory academic progress in an eligible program, has signed a Statement of Educational Purpose, and has signed a Statement of Registration Compliance (if required), and has provided any documents required for validation.

I have no reason to believe that the data supplied by the student from which the Student Aid Report was produced are inaccurate. I understand that my school is liable for incorrect payments made to the student and that if I knowingly make false or misleading statements on this report, I am subject to a fine of up to \$10,000, imprisonment for up to 5 years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001).

SIGNED BY J. M. Talented DATE 7/1/85

SCHOOL NAME Andrea's Institute of Art

CITY Anytown STATE Pa.

Complete the VALIDATION STATUS information on all three parts of the student's SAR. Because you determined from the SAR in STEP 1 that the student is not required to be validated, PUT THE VALIDATION STATUS CODE "N" MEANING "NOT SELECTED FOR VALIDATION" ON ALL THREE PARTS OF THE SAR.

VH
Appendix A

On the back of PARTS 1 and 2 of the SAR, put Code "N" in No. 4 of the "School Use Only" box. When completed, the box looks like this—

School Use Only		700050066 J0 01		SAI: 00000	
1. School Name _____					
City _____ State _____					
2. Academic Calendar					
Credit Hour <input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Trimester <input type="checkbox"/> Clock Hour <input type="checkbox"/>					
3. Cost of Attendance					
Standard <input type="checkbox"/> _____ (A-J) Individual <input type="checkbox"/> \$ _____					
4. Validation Status Code					
TERM-BASED SCHOOLS ONLY					
9a. Enrollment Status Full <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> Other <input type="checkbox"/>					
CLOCK-HOUR AND NON-STANDARD TERM CREDIT HOUR SCHOOLS ONLY:					
9b. No. of Hours expected to complete in all payment periods in this award year _____					
9c. No. of Hours in academic year (for program) _____					
6. Expected Disbursement \$ _____					
7. Months of Subsequent Payments					
Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>					
Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/>					
8. Date Enrolled Month _____ Day _____ Year _____					

On the back of PART 3 of the SAR, put Code "N" in the small box of No. 4 and darken the "Not Selected" oval with a pencil. When completed, No. 4 looks like this—

4		VALIDATION STATUS	
[N]			
<input checked="" type="radio"/> Not Selected <input type="radio"/> Accurate <input type="radio"/> Without documentation <input type="radio"/> Tolerance <input type="radio"/> Calculated <input type="radio"/> Reprocessed			

REMEMBER: If you determine that a student is not required to be validated because he or she falls under one of the unusual circumstances described in Section II-WHO?, instead of "N", PUT THE VALIDATION STATUS CODE "T" ON ALL THREE PARTS OF THE SAR.

VH
Appendix A

3. Complete the student's Form 304 in accordance with the instructions in the 1985-86 Alternate Disbursement System Handbook.
4. Make and keep a copy of Form 304 in the student's file.
5. Keep Part 1 of the SAR in the student's file.
6. Return Parts 2 and 3 of the SAR and Form 304 to the student.

ADS

Then, the student submits Part 3 of the SAR and Form 304 to the ADS Payment Processor.

DO NOT GO ON TO STEP 3. THIS IS THE END OF THE PROCESS FOR A STUDENT WHO IS NOT BEING VALIDATED.

STEP 2b

If so, determine items
to be validated

In STEP 1 you determined from the student's SAR that he or she IS REQUIRED TO BE VALIDATED or you have chosen to voluntarily validate the student...

Now, in STEP 2b review SECTION IV A -- WHAT INFORMATION MUST BE VALIDATED? for information on how to determine what items on the student's SAR must be validated.

NOTE: We suggest that you copy the Validation Items checklist on the next page for your own use. Use one for each student to keep track of which items on that student's SAR must be validated.

When you have determined what items on the SAR must be validated, GO ON TO STEP 3 ON PAGE 38.

Materials
p.3-18

VH
p.11-44

VALIDATION ITEMS

NAME _____

SOCIAL SECURITY NUMBER _____

_____ DEPENDENT _____ APPLICATION
OR OR
_____ INDEPENDENT _____ SPECIAL CONDITION APPLICATION

_____ SOCIAL SECURITY COMMENT IN PART 1

_____ DEPENDENT STUDENT "SC" CODE IN PART 2 IS "B"

ITEM (CHECK IF TO BE VALIDATED)

AGI of--

_____ Independent student (and spouse)
_____ Parents
_____ Dependent student (and spouse)

U.S. income tax paid by--

_____ Independent student (and spouse)
_____ Parents
_____ Dependent student (and spouse)

_____ Household size

_____ Number in household in postsecondary institutions

Untaxed income including--

_____ Married couple deduction
_____ Social Security benefits
_____ All other untaxed income and benefits

_____ Student's (not spouse's) VA educational benefits

_____ Dependent student's (and spouse's) untaxed income

_____ Independent student status

STEP 3

Determine documentation
required to validate items

In STEP 2b you determined what items on the student's SAR you must validate...

Now, in STEP 3 review SECTION IV B - WHAT DOCUMENTATION MUST BE SUBMITTED? for information on how to determine what documents must be submitted by the student to validate the required items.

Materials
p. 19-29

VH
p. 11-44

NOTE: We suggest that you copy the Validation Documents checklist on the next page for your own use. Use one for each student to keep track of what documents he or she must submit.

When you have determined what documentation the student must submit, **GO ON TO STEP 4** on page 40.

VALIDATION DOCUMENTS

YOU MUST SUBMIT THE DOCUMENTS CHECKED BELOW BEFORE YOU CAN RECEIVE A PELL GRANT:

- _____ 1. A signed copy of the 1984 U.S. Income Tax Return (Form 1040, 1040A, or 1040EZ) filed by--
_____ Yourself (and your spouse)
_____ Your parents
- _____ 2. The attached statement that no 1984 U.S. Income Tax Return was/will be filed signed by--
_____ Yourself (and your spouse)
_____ Your parents
- _____ 3. The attached statement listing the names of those currently in the household of and signed by
_____ Yourself (and your spouse)
_____ Your parents
_____ And the ages and names and addresses of the post-secondary schools any of those persons are attending/planning to attend at least half-time
- _____ 4. A statement from the Social Security Administration showing the total amount of Social Security received in 1984 by--
_____ Yourself (and your spouse)
_____ Your parents
- _____ 5. The attached Worksheet A signed by and showing the 1984 untaxed income and benefits received by--
_____ Yourself (and your spouse)
_____ Your parents
- _____ 6. The attached Worksheet B signed by you (and your spouse) and showing your's (and your spouse's) 1984 untaxed income and benefits.
- _____ 7. A copy of your 1985-86 Veterans Educational Benefits award letter from the Veterans Administration Office or a statement from the school VA office showing--
 - o The amount to be received each month based on your family size from September 1, 1985 through May 31, 1986, and
 - o The number of months during that time you will receive these benefits.
- _____ 8. The attached statement signed by your parents answering whether they did/will give you more than \$750 in support and whether you did/will live with them for more than 42 days in--
_____ 1984
_____ 1984 and 1985

STEP 4

Notify student of documentation
to be submitted

In STEP 3 you determined what documents the student must submit to validate the required items...

Now, in STEP 4 notify the student of the documents that he or she must submit to you. To reduce delays and confusion, a list showing what document he or she must submit should be provided to each student being validated.

NOTE: If you use the Validation Documents checklist provided after STEP 3 or a similar list, keep a copy of the list for yourself and then give the list to the student. In a number of instances, the student must submit a signed statement or worksheet to validate an item. The following pages are prepared statements and worksheets that we suggest you copy and give to the students for completion if such a statement is required from the student.

When you have notified the student of the documents that must be submitted, GO ON TO STEP 5a on page 46 or 5b on page 47.

1984 NON-TAX FILER STATEMENT

NAME _____

SOCIAL SECURITY NUMBER _____

I (we) have not filed and will not file a 1984 U.S. Income Tax Return Form 1040, 1040A, or 1040EZ. ALL the information on the Student Aid Report which will be used to calculate my (spouse's/son's/daughter's) Pell Grant award is complete and correct.

Signatures

APPLICANT _____ FATHER _____

DATE _____ DATE _____

SPOUSE _____ MOTHER _____

DATE _____ DATE _____

CURRENT HOUSEHOLD SIZE/NUMBER IN POSTSECONDARY SCHOOLS STATEMENT

NAME _____

SOCIAL SECURITY NUMBER _____

NAME AND ADDRESS OF POSTSECONDARY
SCHOOL ATTENDING BETWEEN 7/1/85
AND 6/30/86

NAMES IN HOUSEHOLD

AGE

IF NUMBER OF NAMES LISTED IS DIFFERENT FROM NUMBER OF EXEMPTIONS CLAIMED ON THE 1984 TAX RETURN (MINUS ANY FOR AGE OR BLINDNESS), EXPLAIN THAT DIFFERENCE BELOW:

Signatures

APPLICANT _____ FATHER _____

DATE _____ DATE _____

SPOUSE _____ MOTHER _____

DATE _____ DATE _____

WORKSHEET A

1984 UNTAXED INCOME AND BENEFITS STATEMENT

NAME _____

SOCIAL SECURITY NUMBER _____

FILL IN THE AMOUNTS RECEIVED IN 1984:

- | | |
|--|----------|
| o Child support received | \$ _____ |
| o Welfare benefits (except AFDC or ADC) | + _____ |
| o Untaxed portions of unemployment compensation | + _____ |
| o Untaxed portions of Railroad Retirement Benefits | + _____ |
| o Workman's Compensation | + _____ |
| o Job Training Partnership Act non-educational benefits | + _____ |
| o Veterans benefit's except educational benefits; include Death Pension, Dependency and Indemnity Compensation (DIC) and VA Vocational Rehabilitation Program benefits | + _____ |
| o Interest on tax-free bonds | + _____ |
| o IRS dividend exclusion from IRS Form 1040-line 9b or 1040A-line 8 | + _____ |
| o Untaxed portions of pensions | + _____ |
| o Untaxed portions of capital gains | + _____ |
| o Dividend reinvestment exclusion from Form 1040, Schedule B, line 8 | + _____ |
| o Foreign income exclusion from IRS Form 2555-line 39 | + _____ |
| o Housing, food, and other living allowances for military, clergy, and others (include cash payment and cash value of benefits) | + _____ |
| o Any other untaxed income and benefits such as Black Lung Benefits, excess earned income credit, etc. | + _____ |

TOTAL = \$ _____

Don't include:

- Social Security
- Money from student financial aid programs (educational loans, work-study earnings, grants, or scholarships)
- Veterans benefits for education (GI Bill, Dependents Educational Assistance Program, or VA Contributory Benefits)
- Gifts and support, other than money, received from friends or relatives
- Food stamps
- Tax-sheltered or deferred annuities or "rollover" pensions

Signatures

APPLICANT _____ FATHER _____

DATE _____ DATE _____

SPOUSE _____ MOTHER _____

DATE _____ DATE _____

WORKSHEET B

DEPENDENT STUDENT (AND SPOUSE) 1984 UNTAXED
INCOME AND BENEFITS STATEMENT

NAME _____

SOCIAL SECURITY NUMBER _____

FILL IN THE AMOUNTS YOU AND YOUR SPOUSE RECEIVED IN 1984:

o Deduction for a married couple when both work	\$ _____
o Untaxed portions of Social Security benefits except educational benefits (include Supple- mental Security Income or disability benefits, etc.)	+ _____
o Child support received for the student's children	+ _____
o Aid to Families with Dependent Children (AFDC or ADC)	+ _____
o Welfare benefits	+ _____
o Untaxed portions of unemployment compensation	+ _____
o Untaxed portions of Railroad Retirement Benefits	+ _____
o Workman's Compensation	+ _____
o Veteran's benefits except educational benefits (Include Death Pension, Dependency and Indemnity Compensation (DIC), and VA Vocational Rehabilitation Program benefits.)	+ _____
o Job Training Partnership Act non-educational benefits	+ _____
o Any other untaxed income and benefits	+ _____
TOTAL	= \$ _____

Don't include:

- Social Security benefits your parents received for you
- Social Security educational benefits (benefits you get only because you are a college student)
- Money from student financial aid programs (educational loans, work-study earnings, grants, or scholarships)

Signatures

APPLICANT _____

DATE _____

SPOUSE _____

DATE _____

PARENTS OF INDEPENDENT STUDENT STATEMENT

NAME _____

SOCIAL SECURITY NUMBER _____

ANSWER THE FOLLOWING QUESTIONS:

	<u>In 1984</u>	<u>In 1985</u>
o Did you or will you give more than \$750 worth of support to your son/daughter?	<u>YES</u> <u>NO</u>	<u>YES</u> <u>NO</u>
o Did or will your son/daughter live with you for more than 42 days?	<u>In 1984</u> <u>YES</u> <u>NO</u>	<u>In 1985</u> <u>YES</u> <u>NO</u>

Signatures

FATHER _____

DATE _____

MOTHER _____

DATE _____

STEP 5a

If student does not submit
documentation, do NOT
complete Form 304

In STEP 4 you notified the student of the documents that he or she must submit BUT THE STUDENT DOES NOT SUBMIT ALL THE REQUIRED DOCUMENTS...

Now, in STEP 5a DO NOT COMPLETE THE STUDENT'S FORM 304. The student is NOT eligible for a 1985-86 Pell Grant.

DO NOT GO ON TO STEP 6. THIS IS THE END OF THE PROCESS FOR A STUDENT WHO HAS NOT SUBMITTED ALL THE REQUIRED DOCUMENTS.

STEP 5b

When student submits documentation, compare with information on SAR

In STEP 4 you notified the student of the documents that he or she must submit and AND THE STUDENT SUBMITS ALL THE REQUIRED DOCUMENTS...

Now, in STEP 5b be sure that the student has submitted ALL the necessary documents and statements to you. You may want to check each document off on your copy of the Validation Documents checklist as you receive it.

Then, compare each item that the student is required to validate on the SAR to the information on the document or statement that the student has submitted to validate that item.

NOTE: On the following pages are detailed examples for each required item showing how to compare the item on the SAR to the information on the required documentation.

REMEMBER: For non-tax filers submission of a 1984 NON-TAX FILER STATEMENT is documentation for AGI, U.S. Income Tax Paid, and Married Couple Deduction. Therefore, no comparison between the SAR and other documents is necessary to validate those three items for non-tax filers.

VH
P.23

When you have compared the information, depending on whether or not the information matches, GO ON TO STEP 6a on page 63, OPTIONAL 6b on page 66, or 6c on page 73.

AGI of Independent Student (and Spouse)/Parents

TAX FILERS

COMPARE Item No. 27 in Section D on Part 2 of SAR

D. 1984 Income & Expense Information of Parent			
25	1040 Completed, Estimated, Not Filed?	COMPLETED	25
26	Exemptions Claimed	04	26
27	Income from Income Tax Form	\$ 11,901	27
28	U.S. Income Tax Paid	\$ 1,085	28
29	Married Couple Deduction	\$ 202	29
30	IRA/Keogh Payments	\$ 0	30

TO Line 32 of IRS Form 1040,

29	Alimony paid	29	01	
30	Deduction for a married couple when both work (attach Schedule W)	30	202	-
31	Add lines 24 through 30. These are your total adjustments.	31	202	-
32	Subtract line 31 from line 23. This is your adjusted gross income. If this line is less than \$10,000, see "Earned Income Credit" (line 59) on page 16 of instructions. If you want IRS to figure your tax, see page 12 of instructions.	32	11,901	-

OR Line 14 of IRS Form 1040A,

12	Deduction for a married couple when both work. Complete and attach Schedule 1 (Form 1040A), Part III.	12	202	-
13	Add lines 11a and 12. Write the total. These are your total adjustments.	13	202	-
14	Subtract line 13 from line 10. Write the result. This is your adjusted gross income.	14	11,901	-

OR Line 3 of IRS Form 1040EZ,

2	than \$400, you cannot use Form 1040EZ.	2	
3	Add line 1 and line 2. This is your adjusted gross income.	3	11,901.00
4	Allowable part of your charitable contributions. Complete the worksheet on page 21 of the instruction booklet. Do	4	

OR Comparable State tax return or IRS listing.

NON-TAX FILERS (See "REMEMBER" on page 47.)

AGI of Dependent Student (and Spouse)

TAX FILERS

COMPARE Item No. 40 in Section D on Part 2 of SAR

D.1984 Income & Expense Information of Parent (cont.)			
40. Student/Spouse Taxable Income	\$	5,501	40
41. Student/Spouse U.S. Tax Paid	\$	231	41
42. Student/Spouse Untaxed Income	\$	1,500	42
43. Student/Spouse Savings and Assets	\$	500	43

TO Line 32 of IRS Form 1040,

28. Penalty on early withdrawal of savings	28	0	
29. Alimony paid	29	0	
30. Deduction for a married couple when both work (attach Schedule W)	30	0	
31. Add lines 24 through 30. These are your total adjustments.	31	0	
32. Subtract line 31 from line 23. This is your adjusted gross income. If this line is less than \$10,000 see "Earned Income Credit" (line 59) on page 16 of instructions. If you want IRS to figure your tax see page 12 of instructions.	32	5,501	-

OR Line 14 of IRS Form 1040A,

12. Deduction for a married couple when both work. Complete and attach Schedule 1 (Form 1040A), Part III.	12	0
13. Add lines 11a and 12. Write the total. These are your total adjustments.	13	0
14. Subtract line 13 from line 10. Write the result. This is your adjusted gross income.	14	5,501

OR Line 3 of IRS Form 1040 EZ,

than \$400, you cannot use Form 1040EZ.	2	
3. Add line 1 and line 2. This is your adjusted gross income.	3	5,501.00
4. Allowable part of your charitable contributions. Complete the worksheet on page 21 of the instruction booklet. Do		

OR Comparable State tax return or IRS listing.

NON-TAX FILERS (See "REMEMBER" on page 47.)

U.S. INCOME TAX PAID by Independent Student (and Spouse)/Parents

TAX FILERS

COMPARE Item No. 28 in Section D on Part 2 of SAR

D. 1984 Income & Expense Information of Parent			
25. 1040 Completed, Estimated, Not Filed?	COMPLETED		25
26. Exemptions Claimed	04		26
27. Income from Income Tax Form	\$	11,901	27
28. U.S. Income Tax Paid	\$	1,085	28
29. Married Couple Deduction	\$	202	29

TO Line 50 of IRS Form 1040,

48. General business credit. Check if from <input type="checkbox"/> Form 3800, <input type="checkbox"/> Form 3468, <input type="checkbox"/> Form 5884, <input type="checkbox"/> Form 6478	48	0	49	0
49. Add lines 47 and 48. These are your total business and other credits.	49	0	50	1,085
50. Subtract line 49 from 46. Enter the result (but not less than zero).	50	1,085	51	0
51. Self-employment tax (attach Schedule SE).	51	0	52	0
52. Alternative minimum tax (attach Form 6251).	52	0		

OR Line 23 of IRS Form 1040A,

22. Add lines 21a and 21b. Write the total.	21b	0	22	0
23. Subtract line 22 from line 20. Write the result (but not less than zero). This is your total tax.	23	1,085		
24a. Total Federal income tax withheld. This should be shown in Box 9 of your W-2 form(s). (If line				

OR Line 9 of IRS Form 1040EZ,

8. shown in Box 9 of your W-2 form(s).	8	1,085.00
9. Use the single column in the tax table on pages 31-36 of the instruction booklet to find the tax on your taxable income on line 7. Enter the amount of tax.	9	1,085.00
10. If line 8 is larger than line 9, subtract line 9 from line 8.		

OR Comparable State tax return or IRS listing.

NON-TAX FILERS (See "REMEMBER" on page 47.)

U.S. INCOME TAX PAID by Dependent Student (and Spouse)

TAX FILERS

COMPARE Item No. 41 in Section D on Part 2 of SAR

D.1984 Income & Expense Information of Parent (cont.)			
40. Student/Spouse Taxable Income	\$	5,501	40
41. Student/Spouse U.S. Tax Paid	\$	231	41
42. Student/Spouse Untaxed Income	\$	1,500	42
43. Student/Spouse Savings and Assets	\$	500	43

TO Line 50 of IRS Form 1040,

48	Add lines 47 and 48. These are your total business and other credits.	48	0
50	Subtract line 49 from line 46. Enter the result (but not less than zero).	50	231
51	Self employment tax (attach Schedule SE).	51	0
52	Alternative minimum tax (attach Form 6251).	52	0

OR Line 23 of IRS Form 1040A,

22	Add lines 21a and 21b. Write the total.	22	0
23	Subtract line 22 from line 20. Write the result (but not less than zero). This is your total tax.	23	231
24a	Total Federal income tax withheld. This should be shown in Box 9 of your W-2 form(s). (If line		

OR Line 9 of IRS Form 1040EZ,

8	Use the single column in the tax table on pages 31-36 of the instruction booklet to find the tax on your taxable income on line 7. Enter the amount of tax.	8	1,691.00
9	If line 8 is larger than line 9, subtract line 9 from line 8.	9	231.00

OR Comparable State tax return or IRS listing.

NON-TAX FILERS (See "REMEMBER" on page 47.)

HOUSEHOLD SIZE

TAX FILERS

COMPARE Item No. 22 in Section C on Part 2 of SAR

C. Household Information of Parent		
19. Parent's Marital Status	MARRIED	18
20. Parent's State of Legal Residence	PA	20
21. Age of Older Parent	60	21
22. Parent's Household Size	04	22
23. Number in College	02	23
24. Number of Parents in College	0	24

TO Total number of Exemptions on Line 6e of IRS Form 1040 (minus any exemptions for age or blindness)

6a <input checked="" type="checkbox"/> Yourself		<input type="checkbox"/> 65 or over	<input type="checkbox"/> Blind	Enter number of boxes checked on 6a and b 2 Enter number of children listed on 6c 2 Enter number of other dependents 0 Add numbers entered in boxes above 4
b <input checked="" type="checkbox"/> Spouse		<input type="checkbox"/> 65 or over	<input type="checkbox"/> Blind	
c First names of your dependent children who lived with you <u>John, Mary</u>				
d Other dependents	(1) Name	(2) Relationship	(3) Number of months lived in your home	(4) Did dependent have income of \$1,000 or more?
				(5) Did you provide more than one-half of dependent's support?
e Total number of exemptions claimed (also complete line 36)				

OR Total number of Exemptions on Line 53 of IRS Form 1040A (minus any exemptions for age or blindness)

Always check the exemption box labeled Yourself. Check other boxes if they apply.					
6a <input checked="" type="checkbox"/> Yourself		<input type="checkbox"/> 65 or over	<input type="checkbox"/> Blind	Write number of boxes checked on 6a and b 2 Write number of children listed on 6c 2 Write number of other dependents listed on 6d 0 Add numbers entered in boxes above 4	
b <input checked="" type="checkbox"/> Spouse		<input type="checkbox"/> 65 or over	<input type="checkbox"/> Blind		
c First names of your dependent children who lived with you <u>John, Mary</u>					
d Other dependents:					
1 Name	2 Relationship	3 Number of months lived in your home	4 Did dependent have income of \$1,000 or more?	5 Did you provide more than one-half of dependent's support?	
e Total number of exemptions claimed (Also complete line 18)					

OR If IRS Form 1040EZ was/will be filed, number of exemptions is "1"

OR Comparable State tax return or IRS listing.

REMEMBER: If the number in Item No. 22 is different from the number of exemptions on the tax return, be sure the student has submitted a HOUSEHOLD SIZE STATEMENT listing the names of those currently in the household and explaining the difference.

HOUSEHOLD SIZE

NON-TAX FILERS

COMPARE Item No. 22 in Section C on Part 2 of SAR

C. Household Information of Parent		
19. Parent's Marital Status	MARRIED	19
20. Parent's State of Legal Residence	PA	20
21. Age of Older Parent	60	21
22. Parent's Household Size	04	22
23. Number in College	02	23
24. Number of Parents in College	0	24

TO Number of persons listed as currently being in the household on the
HOUSEHOLD SIZE STATEMENT

NAME IN HOUSEHOLD	AGE	NAME AND ADDRESS OF POSTSECONDARY SCHOOL ATTENDING BETWEEN 7/1/85 AND 6/30/86
MAX		
ANN		
John	20	Andrea's Institute of Art, Anytown, Pa.
MARY	22	Anytown State University, Anytown, Pa.

NUMBER IN HOUSEHOLD IN POSTSECONDARY EDUCATIONAL INSTITUTIONS

COMPARE Item No. 23 in Section C on Part 2 of SAR

C. Household Information of Parent		
19. Parent's Marital Status	MARRIED	19
20. Parent's State of Legal Residence	PA	20
21. Age of Older Parent	60	21
22. Parent's Household Size	04	22
23. Number in College	02	23
24. Number of Parents in College	0	24

TO Number of persons listed as currently attending/planning to attend a postsecondary school on the NUMBER IN POSTSECONDARY SCHOOLS STATEMENT

NAMES IN HOUSEHOLD	AGE	NAME AND ADDRESS OF POSTSECONDARY SCHOOL ATTENDING BETWEEN 7/1/85 AND 6/30/86
MAX		
ANN		
John	20	Andrea's Institute of Art, Anytown, Pa.
MARY	22	Anytown State University, Anytown, Pa.

MARRIED COUPLE DEDUCTION

TAX FILERS

COMPARE Item No. 29 in Section D on Part 2 of SAR

D. 1984 Income & Expense Information of Parent			
25. 1040 Completed, Estimated, Not Filed?	COMPLETED		25
26. Exemptions Claimed	04		26
27. Income from Income Tax Form	\$	11,901	27
28. U.S. Income Tax Paid	\$	1,085	28
29. Married Couple Deduction	\$	202	29
30. IRA/Keogh Payments	\$	0	30
31. Itemized Deductions	\$	0	31

TO Line 30 of IRS Form 1040,

27. Payments to a Keogh (H R 10) retirement plan	27	0	
28. Penalty on early withdrawal of savings	28	0	
29. Alimony paid	29	0	
30. Deduction for a married couple when both work (attach Schedule W)	30	202	-
31. Add lines 24 through 30. These are your total adjustments	31	202	-
32. Subtract line 31 from line 23. This is your adjusted gross income. If this line is less than \$10,000, see Earned Income Credit (line 59) on page 16 of instructions. If you want IRS to figure your tax, see page 12 of instructions	32	11,901	-

OR Line 12 of IRS Form 1040A

b Write IRA payments made in 1985 that you included on line 11a (\$)			
12. Deduction for a married couple when both work. Complete and attach Schedule 1 (Form 1040A) Part III.	12	202	-
13. Add lines 11a and 12. Write the total. These are your total adjustments.	13	202	-
14. Subtract line 13 from line 10. Write the result. This is your adjusted gross income	14	11,901	-

OR Comparable State tax return

NON-TAX FILERS (See "REMEMBER" on page 47.)

SOCIAL SECURITY BENEFITS

COMPARE Item 34 in Section D on Part 2 of SAR

D. 1984 Income & Expense Information of Parent			
25. 1040 Completed, Estimated, Not Filed?	COMPLETED		25
26. Exemptions Claimed	04		26
27. Income from Income Tax Form	\$	11,901	27
28. U.S. Income Tax Paid	\$	1,085	28
29. Married Couple Deduction	\$	202	29
30. IRA/Keogh Payments	\$	0	30
31. Itemized Deductions	\$	0	31
32. Father's Income Earned from Work	\$	9,881	32
33. Mother's Income Earned from Work	\$	2,020	33
34. Yearly Social Security Benefits	\$	3,500	34
35. Yearly AFDC/ADC	\$	0	35

TO Box 5 of Form SSA-1099 (Social Security Benefit Statement)

FORM SSA-1099 - SOCIAL SECURITY BENEFIT STATEMENT			
<div style="display: flex; justify-content: space-between;"> <div style="font-size: 24pt; font-weight: bold;">1984</div> <div style="font-size: 8pt;"> * PART OF YOUR SOCIAL SECURITY BENEFITS AS SHOWN IN BOX 5 MAY BE TAXABLE INCOME FOR 1984 * USE THE FIGURE FROM BOX 5 OF THIS STATEMENT AND THE ENCLOSED NOTICE TO FIND FROM RS TO SEE IF ANY PART OF YOUR BENEFITS MAY BE TAXABLE ON YOUR FEDERAL INCOME TAX RETURN * ALSO SEE GENERAL INFORMATION TO THE RIGHT. </div> </div>			
Box 1 Name Max R. Madd		Box 2 Social Security Number 000-00-0000	
Box 3 Benefits for 1984 \$3,500	Box 4 Benefits Repaid to SSA in 1984 \$0	Box 5 Net Benefits (Box 3 minus Box 4) for 1984 \$ 3,500	
DESCRIPTION OF AMOUNT IN BOX 3 Amounts paid by check or direct deposit Add: Medicare premiums withheld Workers compensation offset Fees paid to an attorney or other legal obligation Amounts withheld to recover an overpayment Amounts paid to another family member		DESCRIPTION OF AMOUNT IN BOX 4 Amounts of any of your Social Security checks that were returned to SSA Add: Amounts withheld to recover an overpayment Amounts paid to SSA in cash or by personal check or money order, etc. excluding Medicare premiums Benefits Repaid to SSA in 1984 \$ _____	

OR Other statement from the Social Security Administration

**ALL OTHER UNTAXED INCOME AND BENEFITS OF
INDEPENDENT STUDENT (AND SPOUSE)/PARENTS**

COMPARE Item 36 in Section D on Part 2 of SAR

D. 1984 Income & Expense Information of Parent			
25. 1040 Completed, Estimated, Not Filed?	COMPLETED		25
26. Exemptions Claimed	04		26
27. Income from Income Tax Form	\$	11,901	27
28. U.S. Income Tax Paid	\$	1,085	28
29. Married Couple Deduction	\$	202	29
30. IRA/Keogh Payments	\$	0	30
31. Itemized Deductions	\$	0	31
32. Father's Income Earned from Work	\$	9,881	32
33. Mother's Income Earned from Work	\$	2,020	33
34. Yearly Social Security Benefits	\$	3,500	34
35. Yearly AFDC/ADC	\$	0	35
36. Other Untaxed Income	\$	1,000	36
37. Medical/Dental Expenses	\$	0	37

TO "TOTAL" amount on the 1984 UNTAXED INCOME AND BENEFITS STATEMENT (Worksheet A)

o Foreign income exclusion from IRS Form 2555-line 39	+ _____ 0
o Housing, food, and other living allowances for military, clergy, and others (include cash payment and cash value of benefits)	+ _____ 1,000
o Any other untaxed income and benefits such as Black Lung Benefits, excess earned income credit, etc.	+ _____ 0
TOTAL	= \$ _____ 1,000

REMEMBER: Some of the amounts reported on the worksheet as untaxed income also appear on the tax return such as "IRS dividend exclusion." Such amounts should correspond; if they don't, the amount on the tax return takes priority. See Chapter I of the 1985-86 Validation Handbook for more information on amounts on the worksheet that also appear on tax documents that the student may have submitted.

STUDENT'S (NOT SPOUSE'S) VA EDUCATIONAL BENEFITS

COMPARE Items 55 and 56 in Section F on Part 2 of SAR

F. Student's (& Spouse's) Expected Income for 1985/1986			
51. Student's Summer Income	\$	0	51
52. Student's School Year Income	\$	0	52
53. Spouse's Summer Income	\$	0	53
54. Spouse's School Year Income	\$	0	54
55. Monthly GI Bill Veteran's Benefits	\$	574	55
56. GI Bill Veteran's Benefit Months		09	56
57. Monthly Contrib Veteran's Benefits	\$	0	57
58. Contrib Veteran's Benefit Months		0	58

TO The monthly benefit amount and the number of months to be received from
July 1985 to June 1986 on the VA award letter

YOUR EDUCATIONAL ALLOWANCE IS AS FOLLOWS:

MONTHLY RATE	EFFECTIVE DATE	ENDING DATE
\$574.00	11-01-83	3-31-86

DEPENDENT STUDENT'S (AND SPOUSE'S) UNTAXED INCOME AND BENEFITS

COMPARE Item 42 in Section D on Part 2 of SAR

D.1984 Income & Expense Information of Parent (cont.)			
40	Student/Spouse Taxable Income	\$ 5,501	40
41	Student/Spouse U.S. Tax Paid	\$ 231	41
42	Student/Spouse Untaxed Income	\$ 1,500	42
43	Student/Spouse Savings and Assets	\$ 500	43

TO "TOTAL" amount on the DEPENDENT STUDENT (AND SPOUSE) 1984 UNTAXED INCOME AND BENEFITS STATEMENT (Worksheet B)

o Veteran's benefits except educational benefits (Include Death Pension, Dependency and Indemnity Compensation (DIC), and VA Vocational Rehabilitation Program benefits.)	+	<u>1,000</u>
o Job Training Partnership Act non-educational benefits	+	<u>0</u>
o Any other untaxed income and benefits	+	<u>500</u>
TOTAL	=	\$ <u>1,500</u>

REMEMBER: Some of the amounts reported on the worksheet as untaxed income also appear on the tax return such as "Deduction for a Married Couple when Both Work." Such amounts should correspond; if they don't, the amount on the tax return takes priority. See Chapter I of the 1985-86 Validation Handbook for more information on amounts on the worksheet that also appear on tax documents that the student may have submitted.

INDEPENDENT STUDENT STATUS

Conflicting Documentation AND Married

OR

No Conflicting Documentation AND Married AND under Age 23

COMPARE The "NO" answers in Items 14 and 18 in Section B on Part 2 of SAR

B. Student's Status		
13. Lived with parents 6 weeks in 1984?	YES	13
14. Lives with parents 6 weeks in 1985?	NO	14
15. Parents claim as exemption in 1984?	YES	15
16. Parents claim as exemption in 1985?	NO	16
17. \$750 support from parents in 1984?	YES	17
18. \$750 support from parents in 1985?	NO	18

TO The answers to the questions FOR 1985 ONLY on the PARENTS OF INDEPENDENT STUDENT STATEMENT

ANSWER THE FOLLOWING QUESTIONS:

o Did you or will you give more than \$750 worth of support to your son/daughter?	<u>In 1984</u>	<u>In 1985</u>
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
o Did or will your son/daughter live with you for more than 42 days?	<u>In 1984</u>	<u>In 1985</u>
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

REMEMBER: In order for a married student to be independent, the answers to the questions FOR 1985 on the STATEMENT must be "NO." If the parents answer "YES" to either question FOR 1985 on the STATEMENT, the student must be considered a dependent student.

INDEPENDENT STUDENT STATUS

Conflicting Documentation AND Unmarried

OR

No Conflicting Documentation AND Unmarried AND Under Age 23

FIRST, COMPARE the "NO" answer in Item 15 in Section B on Part 2 of the SAR

B. Student's Status	
13. Lived with parents 6 weeks in 1984?	NO
14. Lived with parents 6 weeks in 1985?	NO
15. Parents claim as exemption in 1984?	NO
16. Parents claim as exemption in 1985?	NO
17. \$750 support from parents in 1984?	NO
18. \$750 support from parents in 1985?	NO

TO The names of the parents' dependent children claimed as exemptions on Line 6c of IRS Form 1040

6a <input checked="" type="checkbox"/> Yourself	<input type="checkbox"/> 65 or over	<input type="checkbox"/> Blind
b <input checked="" type="checkbox"/> Spouse	<input type="checkbox"/> 65 or over	<input type="checkbox"/> Blind
c First names of your dependent children who lived with you _____		
d Other dependents (1) Name	(2) Relationship	(3) Number of months lived in your home

OR The names of the parents' dependent children claimed as exemptions on Line 5c of IRS Form 1040A

Always check the exemption box labeled Yourself. Check other boxes if they apply.				
5a <input checked="" type="checkbox"/> Yourself	<input type="checkbox"/> 65 or over	<input type="checkbox"/> Blind	Write number of boxes checked on 5a and b	
b <input checked="" type="checkbox"/> Spouse	<input type="checkbox"/> 65 or over	<input type="checkbox"/> Blind		
c First names of your dependent children who lived with you _____				
d Other dependents:				
1 Name	2 Relationship	3 Number of months lived in your home	4 Did dependent have income of \$1,000 or more?	5 Did you provide more than one-half of dependent's support?

OR If IRS Form 1040EZ was/will be filed, the number of exemptions is "1" meaning only the parent.

REMEMBER: In order for an unmarried student to be independent, the student CANNOT be listed as an exemption on the parents 1984 tax return. If the student's name is listed, the student must be considered a dependent student.

CONTINUED...

SECONDLY, COMPARE The "NO" answers in Items 13, 14, 17, and 18 in Section B on PART 2 of the SAR

B. Student's Status	
13. Lived with parents 6 weeks in 1984?	NO
14. Lived with parents 6 weeks in 1985?	NO
15. Parents claim as exemption in 1984?	NO
16. Parents claim as exemption in 1985?	NO
17. \$750 support from parents in 1984?	NO
18. \$750 support from parents in 1985?	NO

TO The answers to the questions FOR 1984 AND 1985 on the PARENTS OF INDEPENDENT STUDENT STATEMENT

ANSWER THE FOLLOWING QUESTIONS:

	In 1984	In 1985
o Did you or will you give more than \$750 worth of support to your son/daughter?	YES <input checked="" type="checkbox"/> NO	YES <input checked="" type="checkbox"/> NO
o Did or will your son/daughter live with you for more than 42 days?	YES <input checked="" type="checkbox"/> NO	YES <input checked="" type="checkbox"/> NO

REMEMBER: In order for an unmarried student to be independent, the answers to the questions FOR 1984 AND 1985 on the STATEMENT must be "NO." If the parents answer "YES" to either question FOR EITHER 1984 OR 1985 on the STATEMENT, the student must be considered dependent.

STEP 6a

If all information matches—

- o Complete validation status information on SAR
- o Complete Form 304
- o Keep documentation Part 1 of SAR, and copy of Form 304 in file
- o Student submits Part 3 of SAR and Form 304 to ADS Payment Processor

In STEP 5b you compared the items required to be validated on the SAR to the information on the documents submitted by the student AND ALL THE INFORMATION MATCHES...

Now, in STEP 6a you--

1. Complete the SCHOOL CERTIFICATION SECTION on the front of PART 3 of the student's SAR. That Section looks like this--

SCHOOL CERTIFICATION

I certify that payments to this student are correct according to Pell Grant Program regulations, instructions in the Student Financial Aid Handbook and the 1985-86 Payment Schedule

I further certify that the student is making satisfactory academic progress in an eligible program, has signed a Statement of Educational Purpose, and has signed a Statement of Registration Compliance (if required), and has provided any documents required for validation.

I have no reason to believe that the data supplied by the student from which the Student Aid Report was produced are inaccurate. I understand that my school is liable for incorrect payments made to the student and that if I knowingly make false or misleading statements on this report, I am subject to a fine of up to \$10,000, imprisonment for up to 5 years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001).

SIGNED BY J. M. Talented DATE 7/1/85
SCHOOL NAME Andrea's Institute of Art
CITY Anytown STATE Pa.

Complete the VALIDATION STATUS information on all three parts of the student's SAR. Because you determined by the comparison in STEP 5b that all the information on the SAR and the validation documents match, PUT THE VALIDATION STATUS CODE "A" MEANING "ACCURATE" ON ALL THREE PARTS OF THE SAR.

On the back of PARTS 1 and 2 of the SAR, put Code "A" in No. 4 of the "School Use Only" box. When completed, the box will look like this--

School Use Only		700050066 J0 01	SAI: 00000
1. School Name _____			
City _____		State _____	
2. Academic Calendar			
Credit Hour	<input type="checkbox"/> Quarter	<input type="checkbox"/> Semester	<input type="checkbox"/> Trimester <input type="checkbox"/> Clock Hour <input type="checkbox"/>
3. Cost of Attendance			
Standard	<input type="checkbox"/> _____ (A-J)	Individual	<input type="checkbox"/> 9 _____
4. Validation Status Code			
TERM-BASED SCHOOLS ONLY:			
Enrollment Status		Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> Other <input type="checkbox"/>
CLOCK-HOUR AND NON-STANDARD TERM CREDIT HOUR SCHOOLS ONLY:			
No. of Hours expected to complete in all payment periods in this award year		_____	
No. of Hours in academic year for program		_____	
5. Expected Disbursement			

7. Months of Subsequent Payments			
Jul	<input type="checkbox"/>	Aug	<input type="checkbox"/>
Sep	<input type="checkbox"/>	Oct	<input type="checkbox"/>
Nov	<input type="checkbox"/>	Dec	<input type="checkbox"/>
Jan	<input type="checkbox"/>	Feb	<input type="checkbox"/>
Mar	<input type="checkbox"/>	Apr	<input type="checkbox"/>
May	<input type="checkbox"/>	Jun	<input type="checkbox"/>
8. Date Enrolled			
Month _____		Day _____	Year _____

On the back of PART 3 of the SAR, put Code "A" in the small box of No. 4 and darken the "Accurate" oval with a pencil. When completed, No. 4 will look like this--

4	VALIDATION STATUS
<div style="border: 1px solid black; padding: 2px; display: inline-block;">A</div>	
<input type="radio"/> Not Selected <input checked="" type="radio"/> Accurate <input type="radio"/> Without documentation <input type="radio"/> Tolerance <input type="radio"/> Calculated <input type="radio"/> Reprocessed	

3. Complete the student's Form 304 in accordance with the instructions in the 1985-86 Alternate Disbursement System Handbook.
4. Make and keep a copy of Form 304 in the student's file.
5. Keep PART 1 of the SAR and the validation documentation in the student's file.
6. Return PARTS 2 and 3 of the SAR and Form 304 to the student.

ADS

Then, the student submits PART 3 of the SAR and Form 304 to the ADS Payment Processor.

DO NOT GO ON TO STEP 7. THIS IS THE END OF THE PROCESS IF ALL THE VALIDATED INFORMATION MATCHES THE DOCUMENTATION.

OPTIONAL

STEP 6b

OPTIONAL

If information
does not match
but is within
tolerance--

- o Complete
validation
status in-
formation
on SAR
- o Complete
Form 304
- o Keep documen-
tation, Part 1
of SAR, and
copy of Form
304 in file
- o Student submits
Part 3 of SAR
and Form 304 to
ADS Payment
Processor

BEFORE USING THIS OPTIONAL STEP CONSIDER THE FOLLOWING...

WARNING

THIS OPTIONAL STEP DESCRIBED ON PAGES 68 THROUGH 72 ALLOWS STUDENTS TO RECEIVE A PELL GRANT IF THEIR INFORMATION DOES NOT MATCH BUT IS WITHIN CERTAIN TOLERANCES. IF YOUR SCHOOL DOES NOT USE THE TOLERANCES PROPERLY AND CAUSES THE STUDENT TO RECEIVE AN INCORRECT GRANT, YOUR SCHOOL IS RESPONSIBLE FOR REPAYING THE OVERAWARD. USE STEP 6a or 6c IF YOU DO NOT CHOOSE TO USE THIS OPTION.

WARNING

THIS OPTIONAL STEP DESCRIBED
ON PAGES 68 THROUGH 72 ALLOWS
STUDENTS TO RECEIVE A PELL
GRANT IF THEIR INFORMATION
DOES NOT MATCH BUT IS WITHIN
CERTAIN TOLERANCES. IF YOUR
SCHOOL DOES NOT USE THE
TOLERANCES PROPERLY AND
CAUSES THE STUDENT TO RECEIVE
AN INCORRECT GRANT, YOUR
SCHOOL IS RESPONSIBLE FOR
REPAYING THE OVERAWARD. USE
STEP 6a or 6c IF YOU DO NOT
CHOOSE TO USE THIS OPTION.

STEP 5b you compared the items required to be validated on the SAR to information on the documents submitted by the student AND THE INFORMATION DOES NOT MATCH BUT IS WITHIN THE OPTIONAL TOLERANCES LISTED OW...

VH
p.61-67
1985-86
Pell Grant
Formula

You may continue with STEP 6b ONLY if the information does not match. One of the following three Tolerances Options are met:

You calculate a new Student Aid Index (SAI) for the student using the correct information from the validation documentation and the OR

p.61-63

You determine that--

p.62-63

- For an independent student, no one validated item on the student's SAR has a dollar error greater than \$200 and the sum of all dollar errors in validated items is no greater than \$400, OR
- For a dependent student, no one validated item on the student's SAR has a dollar error greater than \$300 and the sum of all dollar errors in validated items is no greater than \$600, OR

You determine from the "Zero SAI Charts" on Pages 66-67 of the 1985-86 Validation Handbook that the zero SAI of a student remains zero using the correct information from the validation documentation.

p.64-67

NOTE: Tolerance Option No. 2 (maximum dollar error) is the least complicated of the three options. If you choose to use any of these options, it is recommended that you use Tolerance Option No. 2; using that option would be especially helpful to students who would miss the corrections due to SAR submission deadline if corrections within the tolerance had to be reprocessed. CHAPTER IV OF THE VALIDATION HANDBOOK provides more detailed information on when and how to use all of the above tolerance options. DO NOT APPLY ANY TOLERANCE OPTION UNTIL YOU HAVE REVIEWED THAT INFORMATION.

Once you have determined that the student's information meets one of the above tolerances, in STEP 6b you--

1. Complete the SCHOOL CERTIFICATION SECTION on the front of PART 3 of the student's SAR. That section looks like this--

SCHOOL CERTIFICATION

I certify that payments to this student are correct according to Pell Grant Program regulations, instructions in the Student Financial Aid Handbook and the 1985-86 Payment Schedule.

I further certify that the student is making satisfactory academic progress in an eligible program, has signed a Statement of Educational Purpose, and has signed a Statement of Registration Compliance (if required), and has provided any documents required for validation.

I have no reason to believe that the data supplied by the student from which the Student Aid Report was produced are inaccurate. I understand that my school is liable for incorrect payments made to the student and that if I knowingly make false or misleading statements on this report, I am subject to a fine of up to \$10,000, imprisonment for up to 5 years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001).

SIGNED BY J. M. Talented DATE 7/1/85
SCHOOL NAME Andrea's Institute of Art
CITY Anytown STATE Pa.

2. Complete the VALIDATION STATUS information on all three parts of the student's SAR. Depending on which Tolerance Option you used, PUT EITHER VALIDATION STATUS CODE "C" OR "T" ON ALL THREE PARTS OF THE SAR.

131
4-1-1968 A

Code "C" for "Calculated"

If you used TOLERANCE OPTION NO. 1 meaning that you calculated a new SAI for the student and determined that the award would not change, put code "C" in No. 4 of the "School Use Only" box on the back of PARTS 1 and 2 of the SAR. When completed, the box will look like this--

School Use Only		700030066 J0 01	SAI: 00000
1. School Name _____			
City _____		State _____	
2. Academic Calendar			
Credit Hour <input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Trimester <input type="checkbox"/> Clock Hour <input type="checkbox"/>			
3. Cost of Attendance			
Standard <input type="checkbox"/> _____ (A-J)		Individual <input type="checkbox"/> \$ _____	
4. Validation Status Code <u>C</u>			
TERM-BASED SCHOOLS ONLY			
5a. Enrollment Status		Full <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> Other <input type="checkbox"/>	
CLOCK-HOUR AND NON-STANDARD TERM CREDIT HOUR SCHOOLS ONLY.			
5b. No. of Hours expected to complete in all payment periods in this award year _____			
5c. No. of Hours in academic year (for program) _____			
6. Expected Disbursement \$ _____			
7. Months of Subsequent Payments			
Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>			
Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/>			
8. Date Enrolled Month _____ Day _____ Year _____			

If Tolerance Option No. 1 was used, also put code "C" in the small box of No. 4 on the back of Part 3 of the SAR and darken the "Calculated" oval with a pencil. When completed, No. 4 will look like this--

4 VALIDATION STATUS	
<input checked="" type="radio"/>	
<input type="radio"/>	Not Selected
<input type="radio"/>	Accurate
<input type="radio"/>	Without documentation
<input type="radio"/>	Tolerance
<input checked="" type="radio"/>	Calculated
<input type="radio"/>	Reprocessed

Code "T" for "Tolerance"

If you used TOLERANCE OPTION NO. 2 OR 3 meaning that you determined that the dollar error was less than the maximums or used the zero SAI charts, put code "T" in No. 4 of the "School Use Only" box on the back of PARTS 1 and 2 of the SAR. When completed, the box will look like this--

VH
Appendix A

School Use Only		700050006 J0 01	SAI: 00000
1 School Name _____			
City _____		State _____	
2 Academic Calendar			
Credit Hour	<input type="checkbox"/> Quarter	<input type="checkbox"/> Semester	<input type="checkbox"/> Trimester
	<input type="checkbox"/> Clock Hour	<input type="checkbox"/>	
3 Cost of Attendance			
Standard	<input type="checkbox"/> _____ (A-J)	Individual	<input type="checkbox"/> \$ _____
4 Validation Status Code			
TERM-BASED SCHOOLS ONLY			
5a Enrollment Status		Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> Other <input type="checkbox"/>
CLOCK-HOUR AND NON-STANDARD TERM CREDIT HOUR SCHOOLS ONLY			
5b No. of Hours expected to complete in all payment periods in this award year		_____	
5c No. of Hours in academic year for program		_____	
6 Expected Disbursement		\$ _____	
7 Months of Subsequent Payments		Jul <input type="checkbox"/>	Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>
		Jan <input type="checkbox"/>	Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/>
8 Date Enrolled		Month _____ Day _____ Year _____	

If Tolerance Options No. 2 OR 3 were used, also put code "T" in the small box of No. 4 on the back of PART 3 of the SAR and darken the "Tolerance" oval with a pencil. When completed, No. 4 will look like this--

4 VALIDATION STATUS	
<div style="border: 1px solid black; display: inline-block; padding: 2px;">T</div>	
<input type="radio"/>	Not Selected
<input type="radio"/>	Accurate
<input type="radio"/>	Without documentation
<input checked="" type="radio"/>	Tolerance
<input type="radio"/>	Calculated
<input type="radio"/>	Reprocessed

3. Complete the student's Form 304 in accordance with the instructions in the 1985-86 Alternate Disbursement System Handbook.
4. Make and keep a copy of Form 304 in the student's file.
5. Keep PART 1 of the SAR and the validation documentation in the student's file.
6. Return PARTS 2 and 3 of the SAR and Form 304 to the student.

ADS

Then, the student submits PART 3 of the SAR and Form 304 to the ADS Payment Processor.

DO NOT GO ON TO STEP 7. THIS IS THE END OF THE PROCESS IF THE VALIDATED INFORMATION IS WITHIN ONE OF THE TOLERANCE OPTIONS.

STEP 6c

If information does not match--

- o Student information and signs certification on Part 2 of SAR
- o Keep documentation and copy of Part 2 of SAR in file
- o Student submits Part 2 of SAR to Central Processor for reprocessing

In STEP 5b you compared the items required to be validated on the SAR to the information on the documents submitted by the student AND THE INFORMATION DOES NOT MATCH (AND DOES NOT MEET ONE OF THE TOLERANCE OPTIONS, IF YOU CHOOSE TO USE THEM)...

Now, in STEP 6c you--

{DO NOT COMPLETE THE STUDENT'S FORM 304}

1. Instruct the student to correct the information on the SAR to match the information on the documents submitted by the student. The student makes his or her corrections on PART 2 of the SAR by--
 - o Crossing out the wrong answer in the column marked "You Told Us," AND
 - o Printing the correct answer for that item in the column marked "The Answer Should Be." A correction on the SAR should look like this--

VH
p. 9

C. Household Information of Parent

19. Parent's Marital Status	MARRIED	18	
20. Parent's State of Legal Residence	PA	20	
21. Age of Older Parent	60	21	
22. Parent's Household Size	04	22	
23. Number in College	02	23	1
24. Number of Parents in College	0	24	

D. 1984 Income & Expense Information of Parent

25. 1040 Completed, Estimated, Not Filed?	COMPLETED	25	
26. Exemptions Claimed	04	26	
27. Income from Income Tax Form	\$ 11,200	27	16,001 .00
28. U.S. Income Tax Paid	\$ 1,000	28	1,741 .00
29. Married Couple Deduction	\$ 202	29	.00
30. IRA/Keogh Payments	\$ 0	30	.00
31. Itemized Deductions	\$ 0	31	.00
32. Father's Income Earned from Work	\$ 9,881	32	.00
33. Mother's Income Earned from Work	\$ 2,020	33	.00
34. Yearly Social Security Benefits	\$ 2,500	34	2,400 .00
35. Yearly APDC/ADC	\$ 0	35	.00
36. Other Unearned Income	\$ 1,000	36	.00
37. Medical/Dental Expenses	\$ 0	37	.00
38. Elem / Jr High / Sr High Tuition	\$ 0	38	.00
39. Expected 1985 Income	\$ 12,000	39	.00

NOTE: To change dependency status, the student must file a **CORRECTION APPLICATION** providing the appropriate information. For example, in comparing an unmarried independent student's SAR and his or her parents' 1984 return, you discover that the student was claimed as an exemption. This student must be considered a dependent student and must file a **CORRECTION APPLICATION** providing parental information. A **CORRECTION APPLICATION** can be obtained from the Application Processing Center or the Federal Information Center.

VH
p. 14

2. Make and keep a copy of the corrected PART 2 of the SAR and the validation documentation in the student's file.
3. Return PART 2 of the SAR to the student.
4. Instruct the student to sign the Certification on the back of PART 2 of the SAR. If the student is dependent, one parent must also sign the certification.

Then, the student submits the signed and corrected PART 2 of the SAR to the Pell Grant Central Processor for reprocessing.

GO ON TO STEP 7a on page 75 or 7b on page 76.

STEP 7a

When students submits
reprocessed SAR, compare
with documentation

n STEP 6c, the student submitted his or her corrected SAR to the Central Processor for reprocessing AND THE STUDENT SUBMITS THE REPROCESSED SAR TO OU...

Now, in STEP 7a you REPEAT STEP 5b by comparing each item that that student is required to validate as it appears on the reprocessed SAR to the information on validation documents you kept in the student's file. This comparison of the corrected items ensures all the corrections that the student made now match the information on the validation documents.

When you have compared the information--

1. IF ALL THE INFORMATION MATCHES, REPEAT STEP 6a on page 63 {Except that the validation status code that you put on all three parts of the SAR is "R" meaning "reprocessed" rather than "A."}; OR
2. OPTIONAL. IF ALL THE INFORMATION DOES NOT MATCH BUT IS WITHIN THE TOLERANCES, REPEAT STEP 6b on page 66 {Except that the validation status code that you put on all three parts of the SAR is "R" meaning "reprocessed" rather than "T" or "C."}; OR
3. IF ALL THE INFORMATION DOES NOT MATCH (AND DOES NOT MEET ONE OF THE TOLERANCE OPTIONS, IF YOU CHOOSE TO USE THEM), REPEAT STEP 6c on page 73.

STEP 7b

If student does
not submit reprocessed
SAR, do NOT complete
Form 304

In STEP 6c, the student submitted his or her corrected SAR to the Central Processor for reprocessing BUT THE STUDENT DOES NOT SUBMIT THE REPROCESSED SAR TO YOU...

Now, in STEP 7b DO NOT COMPLETE THE STUDENT'S FORM 304. The student is not eligible for a 1985-86 Pell Grant.

THIS IS THE END OF THE PROCESS FOR A STUDENT WHO DOES NOT SUBMIT THE REPROCESSED SAR.

VI. WHAT IF MY SCHOOL PARTICIPATES IN THE GSL AND/OR
CAMPUS-BASED PROGRAMS?

1. AM I REQUIRED TO VALIDATE APPLICANT INFORMATION BEFORE A STUDENT CAN
RECEIVE AID FROM THE GSL AND/OR CAMPUS-BASED PROGRAMS?

As a general rule, in 1985-86, you are NOT required to validate applicant information before you certify a student's GSL application or disburse Campus-Based funds to a student.

VH
p.1

HOWEVER:

o Conflicting Documentation

If you have documents on file that conflict with the information used to determine a student's eligibility for a GSL or Campus-Based aid, you must resolve the discrepancy BEFORE certifying the student's GSL application or disbursing Campus-Based aid. This includes all documents and information obtained during Pell Grant validation of a selected student and applies to information about all other students even if they are not eligible for a Pell Grant.

VH
p.5

o Social Security Benefits and Independent Student Status

A student who is NOT eligible for a Pell Grant but submits a SAR to you may be required to validate Social Security Benefits and/or his or her independent student status.

VH
p.34

Social Security Benefits must be validated if the following comment (which constitutes conflicting documentation) appears on PART 1 of the student's SAR:

"You must provide documents to verify the Social Security benefits reported in Item 34."

The student must submit the documents described on page 21 or 27. Compare the amount in Item 34 on the SAR to the amount on the Social Security document as described on page 56 and use the correct amount to determine the student's eligibility for GSL and Campus-Based aid.

Independent Student Status must be validated if the following comment (which constitutes conflicting documentation) appears on PART 1 of the student's SAR:

VH
p.11

"You must submit a signed copy of your parents' 1984 U.S. Income Tax return(s), Form 1040/1040A/1040EZ, to the Financial Aid Office at your school." (This comment will only appear on the SAR of an unmarried student.)

The student must submit the documents described on page 24 for an unmarried student.

If the information causes the student to have to change dependency status, his or her eligibility for GSL and Campus-Based aid must be determined using the parents' information.

WHAT DO I DO IF I CERTIFY A GSL APPLICATION OR DISBURSE CAMPUS-BASED AID AND THEN RECEIVE CONFLICTING DOCUMENTATION?

You must resolve the discrepancy between the application information and the documentation. If you discover that incorrect information was used to determine the student's eligibility for aid already received under the GSL or Campus-Based Programs, you must---

1. Notify the student's GSL lender of the correct amount for which the student is eligible; AND
2. Adjust the student's National Direct Student Loan and Supplemental Educational Opportunity Grant award(s) to reflect the correct Expected Family Contribution.

B. MAY I VOLUNTARILY VALIDATE STUDENTS WHO ARE NOT ELIGIBLE FOR A PELL GRANT?

Yes, you may choose to validate some or all students who are NOT eligible for a Pell Grant before you certify their GSL applications and disburse Campus-Based aid.

VH
P-47

To help you determine which of these Pell ineligible students may have misreported information, the Pell Central Processor and the three Multiple Data Entry (MDE) processors will "flag" certain students. If "flagged," Part 2 of an ineligible student's SAR will have an asterisk next to the "EC" number in the lower right-hand corner. If you receive a Financial Aid Form Need Analysis Report for a student from the College Scholarship Service or a Comprehensive Financial Aid Report from the American College Testing Program, the comment section of those reports for a "flagged" student will contain the following comment:

"*Validation for Pell-eligible required;
optional for Campus-Based/GSL."

Also, the Student Need Analysis Document from the Pennsylvania Higher Education Assistance Agency for a "flagged" student will contain a number (one through eight) in the box marked "validation" in the upper right-hand corner.

VII. WHAT IF I NEED MORE INFORMATION?

WHAT DO I DO IF I HAVE A QUESTION ABOUT VALIDATION THAT THESE MATERIALS DO NOT ANSWER?

DO NOT CONTINUE VALIDATING A STUDENT IF YOU ARE UNSURE HOW TO PROCEED. BE SURE YOU UNDERSTAND THE PROCESS AND HAVE ANSWERS TO ALL YOUR QUESTIONS BEFORE COMPLETING A STUDENT'S FORM 304.

If you have a question, first--

- o Find the general topic under which your question falls in these materials; and
- o Look up and review the page(s) in the other materials to which the reference in the right-hand margin refers you.

If you still have a question--

- o Check the categorical list below to see if your question is one of the common ones on certain topics; and
- o Review the corresponding page(s) of the 1985-86 Validation Handbook for answers to these specific questions:

If the question is...

The answer is on this page in
the Validation Handbook...

Recordkeeping

- o How long must a school keep records relating to validation? 7

Signatures

- o Do both parents have to sign the validation documents for a dependent student? 3
- o Under what circumstances can I as the financial aid administrator sign for the parents? 9

If the question is...

The answer is on this page in
the Validation Handbook...

Household Size

- o What persons can be included in the household of the parents/student (and spouse)

Appendix E

AGI/Tax Paid/Tax Return

- o Are there any circumstances under which I can accept alternate documentation for AGI and Tax Paid? What is the alternate documentation?

30-31

- o What lines do I compare if the parents/student (and spouse) filed an IRS Form 1040X (Amended Return)?

23

- o What lines do I compare if the parents/student (and spouse) filed a Schedule G (Income Averaging) with the return?

23

- o What lines do I compare if the parents/student (and spouse) filed a Puerto Rican tax return?

Appendix M

- o What do the parents/student (and spouse) submit if income was earned in a foreign country and a U.S. Income Tax Return was not filed?

31

- o How do I determine the parent's/student's AGI if he or she is now separated/divorced/widowed but filed a joint 1984 tax return?

27,29-30

- o How does a parent/student request a copy of his or her tax return from the IRS?

Appendix I

- o Is a photocopy of the parent's/student's (and spouse's) tax return acceptable?

28

<u>If the question is...</u>	<u>The answer is on this page in the Validation Handbook...</u>
------------------------------	---

Referrals to the Department

- | | |
|--|-------|
| o Can I refer a case to the Department if I believe the information is incorrect but cannot resolve the problem? | 68-74 |
| o What do I do if I suspect fraud? | 74 |

If you still have a question after checking the above list--

- o Contact the Training and Technical Assistance staff at your ED Regional Office. A list of the addresses and phone numbers of the Regional Offices are on the following pages.

ADS VALIDATION
REGIONAL OFFICE CONTACT PERSONS

Region I (Boston)

Connecticut	Mr. George Harris and
Maine	Ms. Hermine Sarkesian
Massachusetts	Office of Student Financial Assistance
New Hampshire	U.S. Department of Education
Rhode Island	P.O. Square, Courthouse Bldg., Room 510
Vermont	J.W. McCormack Federal Building
	Boston, Massachusetts 02109
	(617) 223-6895

Region II (New York)

New Jersey	Sister Bernadine Hayes and
New York	Ms. C. Carney McCreery
Puerto Rico	Office of Student Financial Assistance
Virgin Islands	U.S. Department of Education
Panama Canal Zone	26 Federal Plaza
	New York, New York 10278
	(212) 264-4426

Region III (Philadelphia)

Delaware	Ms. Beatrice Rosenfeld and
District of Columbia	Ms. Merrill-Jean Bailey
Maryland	Office of Student Financial Assistance
Pennsylvania	P.O. Box 13716
Virginia	3535 Market Street
West Virginia	Philadelphia, Pennsylvania 19104
	(215) 596-0247

Region IV (Atlanta)

Alabama	Ms. Judith Brantley and
Florida	Mr. Cannon Myers
Georgia	Office of Student Financial Assistance
Kentucky	U.S. Department of Education
Mississippi	101 Marietta Tower, Third Floor
North Carolina	Atlanta, Georgia 30323
South Carolina	(404) 221-4171
Tennessee	

CONTINUED...

Region V (Chicago)

Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Dr. Morris Osburn and
Mr. Robert Schmidt
Office of Student Financial Assistance
U.S. Department of Education
300 South Wacker Drive, 12th Floor
Chicago, Illinois 60606
(312) 353-8103

Region VI (Dallas)

Arkansas
Louisiana
New Mexico
Oklahoma
Texas

Mr. Lyndon Lee and
Ms. Callie Simmons
Office of Student Financial Assistance
U.S. Department of Education
1200 Main Tower Building
Dallas, Texas 75202
(214) 767-3811

Region VII (Kansas City)

Iowa
Kansas
Missouri
Nebraska

Mr. Jerry W. Craft and
Ms. Corinne Jepson
Office of Student Financial Assistance
U.S. Department of Education
324 East 11th Street - 9th Floor
Kansas City, Missouri 64106
(816) 374-3136

Region VIII (Denver)

Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming

Mr. Dan Whiting and
Ms. Lois Bailey
Office of Student Financial Assistance
U.S. Department of Education
1916 Stout Street - Third Floor
398 Federal Office Building
Denver, Colorado 802945
(303) 844-3676

CONTINUED...

Region IX (San Francisco)

Arizona	Ms. Mary Ann Faris and
California	Ms. Bonnie Gold
Hawaii	Office of Student Financial Assistance
Nevada	U.S. Department of Education
American Samoa	50 United Nations Plaza
Guam	San Francisco, California 94107
Trust Territory of the Pacific Islands	(415) 556-0137
Wake Island	

Region X (Seattle)

Alaska	Mr. W. Phillips Rockefeller and
Idaho	Ms. Linda Bowen
Oregon	Office of Student Financial Assistance
Washington	U.S. Department of Education
	Third and Broad Building, Mail Stop 102
	2901 Third Avenue
	Seattle, Washington 98121
	(206) 442-4027

Appendix A - Citizenship

To receive Federal student aid, a student must be a United States citizen or an eligible non-citizen. An eligible non-citizen is one of the following:

- o a United States permanent resident with one of these three documents: an Alien Registration Receipt Card (I-151 or I-551), a Departure Record (I-94), or a passport stamped with an appropriate endorsement*
- o a permanent resident of the Government of the Northern Mariana Islands
- o a permanent resident of the Trust Territory of the Pacific Islands (which includes the Marshall Islands and the Caroline Islands)
- o a non-citizen national (a native of American Samoa or Swain's Island)
- o a person who has submitted an application for permanent residence and has an I-94 or passport with an appropriate endorsement*
- o an applicant who has an I-94 stamped with one of several other appropriate endorsements*

All U.S. citizens and eligible non-citizens may receive Federal student aid. However, only U.S. citizens and non-citizen nationals may receive Guaranteed Student Loans to attend eligible foreign institutions. (A native of American Samoa or Swain's Island will have a U.S. passport stamped "non-citizen national.")

Except for a permanent resident of the Government of the Northern Mariana Islands or the Trust Territory of the Pacific Islands, a student eligible for Federal student aid who has checked the eligible non-citizen block on his or her application will have to submit proof of citizenship status to his or her financial aid administrator.

Generally, the student must have one of the U.S. Immigration and Naturalization Service (INS) documents that are listed on the following pages as proof of his or her eligibility status. (Please note that not all INS offices have the same procedures or stamps. Therefore, wording on the documents that students submit may differ slightly from the descriptions in this Appendix, although the meanings may be the same. If you have any questions about the acceptability of any documentation, contact your local INS office.)

Documentation to prove U.S. citizenship

- o Certificate of Citizenship
- o Certificate of Naturalization

*The appropriate endorsements are described elsewhere in this Appendix.

Documentation to establish lawful permanent resident status in the United States

- o Alien Registration Receipt Card (Form I-151 or Form I-551 -- Both forms are usually referred to as "green cards," although they may or may not be green)
- Temporary evidence of lawful permanent resident status, in one of the following forms:
 - o A passport stamped, "Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid Until _____. Employment Authorized."
 - o A Departure Record (Form I-94) stamped as above or stamped, "Temporary Form I-551. Admission for permanent residence at _____ (port) on _____ (date) verified. _____ (office of issuance) _____ (date) _____ (signature of issuing officer) _____ (title)."

This I-94 will also contain the student's photo and an INS seal over the photo and the stamp.

The student who has an approved application for permanent residence on file with INS and who is waiting for an Alien Registration Receipt Card may not have proof of his or her citizenship status. The student should contact his or her local INS office for the passport stamp or I-94.

Documentation to establish lawful presence for other than a temporary purpose

- o A Departure Record (I-94)

This form will contain one of the following:

- A stamp indicating the student has been admitted to the United States as a refugee. The stamp will read either, "Admitted as a Refugee pursuant to section 207 of the Act. If you depart the United States you will need prior permission to return. Employment Authorized." or "Status changed to refugee pursuant to section 207(c)(2) of the Immigration and Nationality Act, on _____. Employment Authorized."
- A stamp indicating the student has been granted asylum in the United States. This stamp will read, "Asylum status granted pursuant to section 208, INA. Valid to _____. Employment Authorized." Persons who have been granted asylum in the U.S. are given permission to stay for one year. At the end of the year, they are eligible to apply for permanent residence.

NOTE: A student in either of the above categories who applies for permanent residence must return his or her original I-94 to INS. While the application is being processed, INS will give the student

a copy of the original I-94, which will include the endorsement "209a (or 209b) pending. Employment Authorized."

- A stamp indicating the student has been admitted to the United States as a conditional entrant. Although this status remains valid, INS stopped using this category on March 31, 1980. Therefore, no I-94 showing admission in this status after March 31, 1980, can be accepted as proof of eligibility without first having the student contact INS.
- A stamp indicating the student has been paroled into the United States for an indefinite period for humanitarian reasons. The words "indefinite" and/or "humanitarian" will be hand-written into the stamp.
- A stamp across the face of the I-94 indicating the student has been classified as a "Cuban-Haitian Entrant, Status Pending."

All I-94's described above are valid indefinitely, except the I-94's for persons granted asylum. The Cuban-Haitian Entrant document was formerly considered valid for a temporary period only. Now it is valid regardless of any expiration date that may appear on it.

Persons with F-1 or F-2 Student Visas, J-1 or J-2 Exchange Visitors Visas, or G series Visas (pertaining to international organizations) are not eligible to apply for Federal student aid, unless their I-94's have one of the endorsements listed above. Also, someone who has only a Notice of Approval to apply for Permanent Residence (I-171 or I-464A) cannot receive Federal student aid.

Note that, in most cases, photocopies of documents that serve as proof of citizenship status are legally acceptable. The two exceptions are the Citizenship and Naturalization certificates, which may not be photocopied. The other documents proving citizenship may be photocopied only for the purpose of applying for Federal student aid.

1985-86 Student Aid Report
Federal Student Aid Programs
Part 1 - Eligibility Letter

APPENDIX B

OMB No. 1840-0132
Form Approved
Exp. 11-30-88

DO NOT THROW AWAY THIS LETTER
TAKE OR MAIL ALL PAGES OF YOUR STUDENT AID REPORT TO THE
FINANCIAL AID OFFICE AT YOUR SCHOOL IMMEDIATELY

SAMPLE

Page 1 of 3

SAI:

Dear Applicant,

This report is in response to the form you submitted to on which you applied for a Pell Grant.

This Student Aid Report (SAR) has three parts. Part 1 is the Eligibility Letter. Part 2 is the Information Review Form. Part 3 is the Payment Form that your school will use when calculating your award.

Be sure to review the items that are in boldface type on Part 2 of your SAR. If you make any corrections to this report, sign the Certification and return the signed, corrected form.

If the information on the back of this letter is correct and you meet all other eligibility requirements, you are eligible to receive a Pell Grant in 1985-86. Complete the box labeled "STUDENT'S USE" on the back of this letter. The Financial Aid Office at your school will calculate your grant based on your Student Aid Index of . The actual amount of your award will also depend on the cost of attendance at your school and whether you go to school for a full academic year on a full-time basis.

If the information on the back of this letter is not correct, use Part 2 of your SAR (Information Review Form) to change it. Follow the instructions on Part 2.

NOTE: You will have to complete a Statement of Educational Purpose/Selective Service Registration Compliance before receiving any Federal financial aid.

U.S. Department of Education

This section contains information from your application. Use the Information Review Form (Part 2 of your SAR) to correct this information. Do not make corrections on this page.

A. Student's Information 1. STUDENT'S LAST NAME 2. STUDENT'S FIRST NAME 3. STUDENT'S MIDDLE INITIAL 4. SOCIAL SECURITY NUMBER 5. DATE OF BIRTH (MM-DD-YY) 6. STATE OF LEGAL RESIDENCE 7. CITIZENSHIP STATUS 8. YEAR IN COLLEGE 9. FIRST BACHELOR'S DEGREE BY 7-1-85? 10. MARITAL STATUS 11. NUMBER OF DEPENDENT CHILDREN 12. SPOUSE 1/2 TIME OR MORE IN COLLEGE? B. Student's Status 13. LIVES WITH PARENTS 6 WEEKS IN 1984? 14. LIVES WITH PARENTS 6 WEEKS IN 1985? 15. PARENTS CLAIM AS EXEMPTION IN 1984? 16. PARENTS CLAIM AS EXEMPTION IN 1985? 17. \$750 SUPPORT FROM PARENTS IN 1984? 18. \$750 SUPPORT FROM PARENTS IN 1985? C. Household Information of Parent 19. PARENT'S MARITAL STATUS 20. PARENT'S STATE OF LEGAL RESIDENCE 21. AGE OF OLDER PARENT 22. PARENT'S HOUSEHOLD SIZE 23. NUMBER IN COLLEGE 24. NUMBER OF PARENTS IN COLLEGE D. 1984 Income & Expense Information of Parent 25. 1040 COMPLETED, ESTIMATED, NOT FILED? 26. EXEMPTIONS CLAIMED 27. INCOME FROM INCOME TAX FORM \$ 28. U.S. INCOME TAX PAID \$ 29. MARRIED COUPLE DEDUCTION \$ 30. IRA/KEOGH PAYMENTS \$ 31. ITEMIZED DEDUCTIONS \$ 32. FATHER'S INCOME EARNED FROM WORK \$ 33. MOTHER'S INCOME EARNED FROM WORK \$ 34. YEARLY SOCIAL SECURITY BENEFITS \$ 35. YEARLY AFDC/ADC \$	D. 1984 Income & Expense Information of Parent (cont.) 36. OTHER UNTAXED INCOME \$ 37. MEDICAL/DENTAL EXPENSES \$ 38. ELEM/JR, HIGH/SR, HIGH TUITION \$ 39. EXPECTED 1985 INCOME \$ 40. STUDENT/SPOUSE TAXABLE INCOME \$ 41. STUDENT/SPOUSE U.S. TAX PAID \$ 42. STUDENT/SPOUSE UNTAXED INCOME \$ 43. STUDENT/SPOUSE SAVINGS AND ASSETS \$ Asset Information of Parent 44. CASH, SAVINGS AND CHECKING \$ 45. HOME VALUE \$ 46. HOME DEBT \$ 47. OTHER REAL ESTATE/INVESTMENT VALUE \$ 48. OTHER REAL ESTATE/INVESTMENT DEBT \$ 49. BUSINESS/FARM VALUE \$ 50. BUSINESS/FARM DEBT \$ F. Student's (& Spouse's) Expected Income for 1985/1986 51. STUDENT'S SUMMER INCOME \$ 52. STUDENT'S SCHOOL YEAR INCOME \$ 53. SPOUSE'S SUMMER INCOME \$ 54. SPOUSE'S SCHOOL YEAR INCOME \$ 55. MONTHLY GI BILL VETERAN'S BENEFITS \$ 56. GI BILL VETERAN'S BENEFIT MONTHS 57. MONTHLY CONTRIB VETERAN'S BENEFITS \$ 58. CONTRIB VETERAN'S BENEFIT MONTHS 59. STUDENT/SPOUSE OTHER UNTAXED INCOME \$ G. Other Information and Signatures 60. COLLEGE NAME 61. COLLEGE CITY AND STATE 62. SHOULD DATA BE RELEASED TO STATE? 63. SHOULD DATA BE RELEASED TO COLLEGE? 64. DATE SIGNED 65. SIGNED BY 66. STUDENT'S PERMANENT STREET ADDRESS ADDRESS (CONT.) 67. STUDENT'S CITY 68. STUDENT'S STATE 69. STUDENT'S ZIP CODE
--	---

Student's Use

I certify that items 22, 23, and those in Section B reflect any changes that have occurred since application.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I will use any money I receive under the federally assisted loans, grants, or work study programs only for expenses related to my study at:

(Name of Institution) _____

STATEMENT OF REGISTRATION COMPLIANCE

I certify that I am not required to be registered with Selective Service because:

_____ I am female

_____ I am in the armed services on active duty (Note: Members of the Reserves and National Guard are not considered on active duty)

_____ I have not reached my 18th birthday

_____ I was born before 1980

_____ I am a permanent resident of the Trust Territory of the Northern Mariana Islands

_____ I certify that I am registered with Selective Service

_____(Signature)_____(Date)

NOTICE: To receive Title IV financial aid, the items indicated above must reflect current information; you must complete the Statement of Educational Purpose, and you must be registered with Selective Service, if required to register.

School Use Only SAI:

1. School Name _____

City _____ State _____

2. Academic Calendar

Credit Hour ☐ Quarter ☐ Semester ☐ Trimester ☐ Clock Hour ☐

3. Cost of Attendance

Standard ☐ (A-J) Individual ☐ \$ _____

4. Validation Status Code _____

TERM-BASED SCHOOLS ONLY

5a. Enrollment Status Full ☐ 1/2 ☐ 3/4 ☐ Other ☐

CLOCK-HOUR AND NON-STANDARD TERM CREDIT HOUR SCHOOLS ONLY

5b. No. of Hours expected to complete in all payment periods in this award year _____

5c. No. of Hours in academic year (for program) _____

6. Expected Disbursement \$ _____

7. Months of Subsequent Payments

Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec ☐
 Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐

8. Date Enrolled Month _____ Day _____ Year _____

1985-86 Student Aid Report

Federal Student Aid Programs

Part 2 - Information Review Form

OMB No. 1848-0132
Form Approved
Exp. 11-30-88

SAI:
Processed: _____

- Check each item carefully.
- Pay special attention to items in boldface type: they may need to be corrected.
- To correct an item, cross out the wrong answer and print the correct one in the column marked "The answer should be."
- Be sure to read the instructions in the lower left on back of the form.
- Send only this page to make corrections. Do not attach tax forms.

We asked for

You told us

The answer should be

A. Student's Information

1. Student's Last Name	1	
2. Student's First Name	2	
3. Student's Middle Initial	3	
4. Social Security Number	4	
5. Date of Birth (MM-DD-YY)	5	
6. State of Legal Residence	6	
7. Citizenship Status	7	
8. Year in College	8	
9. Bachelor's Degree by 7-1-85?	9	
10. Marital Status	10	
11. Number of Dependent Children	11	
12. Spouse 1/2 Time or More in College?	12	

SAMPLE

B. Student's Status

13. Lived with parents 6 weeks in 1984?	13	
14. Lives with parents 6 weeks in 1985?	14	
15. Parents claim as exemption in 1984?	15	
16. Parents claim as exemption in 1985?	16	
17. \$750 support from parents in 1984?	17	
18. \$750 support from parents in 1985?	18	

C. Household Information of Parent

19. Parent's Marital Status	19	
20. Parent's State of Legal Residence	20	
21. Age of Older Parent	21	
22. Parent's Household Size	22	
23. Number in College	23	
24. Number of Parents in College	24	

D. 1984 Income & Expense Information of Parent

25. 1040 Completed, Estimated, Not Filed?	25	
26. Exemptions Claimed	26	
27. Income from Income Tax Form	27	\$.00
28. U.S. Income Tax Paid	28	\$.00
29. Married Couple Deduction	29	\$.00
30. IRA/Keogh Payments	30	\$.00
31. Itemized Deductions	31	\$.00
32. Father's Income Earned from Work	32	\$.00
33. Mother's Income Earned from Work	33	\$.00
34. Yearly Social Security Benefits	34	\$.00
35. Yearly AFDC/ADC	35	\$.00
36. Other Untaxed Income	36	\$.00
37. Medical/Dental Expenses	37	\$.00
38. Elem./Jr. High/Sr. High Tuition	38	\$.00
39. Expected 1985 Income	39	\$.00

13E 1316 ED 000000000 5 0 D

AF : EF : FS : ME : EE : DI : CI : BA
HA : CA : TC : AC : SC : CS

B-3

FC

700050066J0-01

D. 1984 Income & Expense Information of Parent (cont.)

40. Student/Spouse Taxable Income	\$	50 \$.00
41. Student/Spouse U.S. Tax Paid	\$	41 \$.00
42. Student/Spouse Untaxed Income	\$	42 \$.00
43. Student/Spouse Savings and Assets	\$	43 \$.00

E. Asset Information of Parent

44. Cash, Savings and Checking	\$	44 \$.00
45. Home Value	\$	45 \$.00
46. Home Debt	\$	46 \$.00
47. Other Real Estate/Investment Value	\$	47 \$.00
48. Other Real Estate/Investment Debt	\$	48 \$.00
49. Business/Farm Value	\$	49 \$.00
50. Business/Farm Debt	\$	50 \$.00

SAMPLE

F. Student's (& Spouse's) Expected Income for 1985/1986

51. Student's Summer Income	\$	51 \$.00
52. Student's School Year Income	\$	52 \$.00
53. Spouse's Summer Income	\$	53 \$.00
54. Spouse's School Year Income	\$	54 \$.00
55. Monthly GI Bill Veteran's Benefits	\$	55 \$.00
56. GI Bill Veteran's Benefit Months		56	
57. Monthly Contrib Veteran's Benefits	\$	57 \$.00
58. Contrib Veteran's Benefit Months		58	
59. Student/Spouse Other Untaxed Income	\$	59 \$.00

G. Other Information and Signatures

60. College Name	60
61. College City and State	61
62. Should Data be Released to State?	62
63. Should Data be Released to College?	63
64. Date Signed	64
65. Signed by	65
66. Student's Permanent Street Address	66
67. Student's City	67
68. Student's State	68
69. Student's Zip Code	69

IF YOU MADE NO CHANGES

- complete the STUDENT'S USE BOX on Part 1 of your SAR
- take all 3 parts of your SAR to your school

IF YOU MADE CHANGES

- sign the statement below
- send Part 2 to
Pell Grant Processing Center
P.O. Box 4152
Iowa City, IA 52244

CERTIFICATION

All of the information on this SAR is true and complete to the best of my knowledge. If I am asked, I agree to give proof that my information is correct. This proof might include a copy of the 1984 U.S. Income Tax Form filed by me or my family. I understand that if I purposely give false or misleading information on this SAR, I may be subject to a \$10,000 fine, a prison sentence, or both.

STUDENT _____ DATE _____

PARENT _____ DATE _____

If you need another copy, write to: Pell Grant Processing Center
P.O. Box 4154, Iowa City, IA 52244. Include your name and social security number.

School Use Only

700050066 J0 01

SAR: 00000

1. School Name _____	
City _____ State _____	
2. Academic Calendar	
Credit Hour <input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Trimester <input type="checkbox"/> Clock Hour <input type="checkbox"/>	
3. Cost of Attendance	
Standard <input type="checkbox"/> (A-J) Individual <input type="checkbox"/> \$ _____	
4. Validation Status Code _____	
TERM-BASED SCHOOLS ONLY:	
5a. Enrollment Status Full <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> Other <input type="checkbox"/>	
CLOCK-HOUR AND NON-STANDARD TERM CREDIT HOUR SCHOOLS ONLY:	
5b. No. of Hours expected to complete in all payment periods in this award year _____	
5c. No. of Hours in academic year (for program) _____	
6. Expected Disbursement \$ _____	
7. Months of Subsequent Payments	
Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/>	
8. Date Enrolled Month _____ Day _____ Year _____	



1985 - 86 Student Aid Report

Part 3 - Pell Grant Payment Document

- FOR SCHOOL USE ONLY -

Do not staple, tear or paper clip this form
- FOLD ONLY ALONG ORIGINAL FOLDS -

FORM APPROVED

OMB NO. 1840-0132

Expiration Date 11-30-88

COMMENTS REGARDING PAYMENT DATA:

SAMPLE

SCHOOL CERTIFICATION

I certify that payments to this student are correct according to Pell Grant Program regulations instructions in the Student Financial Aid Handbook and the 1985-86 Payment Schedule.

I further certify that the student is making satisfactory academic progress in an eligible program, has signed a Statement of Educational Purpose, and has signed a Statement of Registration Compliance (if required), and has provided any documents required for validation.

I have no reason to believe that the data supplied by the institution from which the Student Aid Report was produced are inaccurate. I understand that my school is liable for incorrect payments made to the student and that if I knowingly make false or misleading statements on this report I am subject to a fine of up to \$10,000, imprisonment for up to 5 years, or both, under provisions of the United States Criminal Code (18 U.S.C. 1001).

SIGNED BY _____ DATE _____

SCHOOL NAME _____

CITY _____ STATE _____

SAMPLE

**1. FULL INSTITUTION
ID OF CAMPUS
ATTENDED**

☐ Yes

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

**2. ACADEMIC
CALENDAR**

☐

☐ Credit hour (non-term)

☐ Quarter

☐ Semester

☐ Trimester

☐ Clock hour

3. A. Enrollment Status

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

**4. VALIDATION
STATUS**

☐

☐ Not Selected

☐ Accurate

☐ Without documentation

☐ Tolerance

☐ Calculated

☐ Reprocessed

**5. TERM BASED
SCHOOLS ONLY**

A. Enrollment Status

☐

☐ Full Time

☐ Half Time

☐ Three-quarter Time

☐ Other

**CLOCK HOUR; NON-STANDARD TERM
CREDIT HOUR SCHOOLS ONLY**

**B. Hours expected to complete
in all payment periods
this award year**

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

**C. Hours in school
students year**

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

**6. AMOUNT
PAID
TO DATE**

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

☐ Recovery

**7. REMAINING
AMOUNT
TO BE PAID**

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

**8. MONTHS IN WHICH
SUBSEQUENT PAYMENTS
WILL BE MADE**

☐ Number of months
entered below

<input type="checkbox"/> Jul	<input type="checkbox"/> Jan
<input type="checkbox"/> Aug	<input type="checkbox"/> Feb
<input type="checkbox"/> Sep	<input type="checkbox"/> Mar
<input type="checkbox"/> Oct	<input type="checkbox"/> Apr
<input type="checkbox"/> Nov	<input type="checkbox"/> May
<input type="checkbox"/> Dec	<input type="checkbox"/> Jun

**9. DATE ENROLLED
THIS AWARD YEAR**

198 ☐

198 ☐

<input type="checkbox"/> Jul	<input type="checkbox"/> Jan
<input type="checkbox"/> Aug	<input type="checkbox"/> Feb
<input type="checkbox"/> Sep	<input type="checkbox"/> Mar
<input type="checkbox"/> Oct	<input type="checkbox"/> Apr
<input type="checkbox"/> Nov	<input type="checkbox"/> May
<input type="checkbox"/> Dec	<input type="checkbox"/> Jun

MAKE NO MARKS IN THIS BOX

700050066J010150100000

Form **1040** U.S. Individual Income Tax Return **1984** (x)

For the year January 1-December 31, 1984, or other tax year beginning

f. ending

19

OMB No. 1545-0074

Use IRS label. Otherwise, please print or type.

Your first name and initial (if joint return, also give spouse's name and initial)

Present home address (Number and street, including apartment or suite number)

City, town or post office, State, and ZIP code

Occupation

Spouse's occupation

Your social security number

Spouse's social security number

Presidential Election Campaign Do you want \$1 to go to this fund? If joint return, does your spouse want to contribute to this fund?

Yes No Yes No

Note: Checking "Yes" will not change your tax or reduce your refund.

Filing Status

Check only one box

1 ☐ Single

2 ☐ Married filing joint return (even if only one had income)

3 ☐ Married filing separate return. Enter spouse's social security no. above and full name here.

4 ☐ Head of household (with qualifying person). (See page 5 of Instructions.) If the qualifying person is your unmarried child but not your dependent, write child's name here.

5 ☐ Qualifying widow(er) with dependent child (Year spouse died \geq 19) (See page 6 of Instructions)

Exemptions

Always check the box labeled Yourself. Check other boxes if they apply.

6a ☐ Yourself ☐ 65 or over ☐ Blind

b ☐ Spouse ☐ 65 or over ☐ Blind

c First names of your dependent children who lived with you

d Other dependents

(1) Name	(2) Relationship	(3) Number of months lived in your home	(4) Did dependent have income of \$1,000 or more?	(5) Did you provide more than one-half of dependent's support?

e Total number of exemptions claimed (also complete line 36)

Enter number of boxes checked on 6a and b \rightarrow

Enter number of children listed on 6c \rightarrow

Enter number of other dependents \rightarrow

Add numbers entered in boxes above \rightarrow

Income

Please attach Copy B of your Forms W-2, W-2G, and W-2P here.

If you do not have a W-2, see page 4 of Instructions.

Please attach check or money order here.

7 Wages, salaries, tips, etc. 7

8 Interest income (also attach Schedule B if over \$400) 8

9a Dividends (also attach Schedule B if over \$400) 9a

9b Exclusion 9b

9c Subtract line 9b from line 9a and enter the result 9c

10 Refunds of State and local income taxes from the worksheet on page 9 of Instructions (do not enter an amount unless you itemized deductions for those taxes in an earlier year—see page 9) 10

11 Alimony received 11

12 Business income or (loss) (attach Schedule C) 12

13 Capital gain or (loss) (attach Schedule D) 13

14 40% of capital gain distributions not reported on line 13 (see page 9 of Instructions) 14

15 Supplemental gains or (losses) (attach Form 4797) 15

16 Fully taxable pensions, IRA distributions, and annuities not reported on line 17 16

17a Other pensions and annuities, including rollovers. Total received 17a

17b Taxable amount, if any, from the worksheet on page 10 of Instructions 17b

18 Rents, royalties, partnerships, estates, trusts, etc. (attach Schedule E) 18

19 Farm income or (loss) (attach Schedule F) 19

20a Unemployment compensation (insurance). Total received 20a

20b Taxable amount, if any, from the worksheet on page 10 of Instructions 20b

21a Social security benefits (see page 10 of Instructions) 21a

21b Taxable amount, if any, from the worksheet on page 11 of Instructions 21b

22 Other income (state nature and source—see page 11 of Instructions) 22

23 Add lines 7 through 22. This is your total income \rightarrow 23

Adjustments to Income

(See Instructions on page 11.)

24 Moving expense (attach Form 3903 or 3903F) 24

25 Employee business expenses (attach Form 2106) 25

26a IRA deduction, from the worksheet on page 12 26a

26b Enter here IRA payments you made in 1985 that are included in line 26a above \rightarrow

27 Payments to a Keogh (H.R. 10) retirement plan 27

28 Penalty on early withdrawal of annuity 28

29 Alimony paid 29

30 Deduction for a married couple who live apart (attach Schedule W) 30

31 Add lines 24 through 30. These are your total adjustments \rightarrow 31

Adjusted Gross Income

32 Subtract line 31 from line 23. This is your adjusted gross income. If this line is less than \$10,000, see "Earned Income Credit" (line 59) on page 16 of Instructions. If you want IRS to figure your tax, see page 12 of Instructions \rightarrow 32

Tax Computation	33	Amount from line 32 (adjusted gross income)	33
	34a	If you itemize, attach Schedule A (Form 1040) and enter the amount from Schedule A, line 26 Caution: If you have unearned income and can be claimed as a dependent on your parent's return, check here <input type="checkbox"/> and see page 13 of the instructions. Also see page 13 if: • You are married filing a separate return and your spouse itemizes deductions, OR • You file Form 4563, OR • You are a dual-status alien	34a
	34b	If you do not itemize deductions, and you have charitable contributions, complete the worksheet on page 14. Then enter the allowable part of your contributions here	34b
	35	Subtract line 34a or 34b, whichever applies, from line 33	35
	36	Multiply \$1,000 by the total number of exemptions claimed on Form 1040, line 6e	36
	37	Taxable Income Subtract line 36 from line 35.	37
	38	Tax. Enter tax here and check if from <input type="checkbox"/> Tax Table, <input type="checkbox"/> Tax Rate Schedule X, Y, or Z, or <input type="checkbox"/> Schedule G	38
	39	Additional Taxes (See page 14 of instructions) Enter here and check if from <input type="checkbox"/> Form 4970, <input type="checkbox"/> Form 4972, or <input type="checkbox"/> Form 5544.	39
	40	Add lines 38 and 39. Enter the total	40

Other Taxes	41	Child and dependent care expenses (attach Form 2441)	41
	42	Elderly and the permanently and totally disabled (attach Form 2441)	42
	43	Energy credit (attach Form 5695)	43
	44	Charitable contributions for which you have receipts (attach Form 4323)	44
	45	Through 44. These are your total personal credits	45
	46	Subtract line 45 from 40. Enter the result (but not less than zero)	46
	47	Foreign tax credit (attach Form 1116)	47
	48	General business credit. Check if from <input type="checkbox"/> Form 3800, <input type="checkbox"/> Form 3468, <input type="checkbox"/> Form 5884, <input type="checkbox"/> Form 6478	48
	49	Add lines 47 and 48. These are your total business and other credits	49
	50	Subtract line 49 from 46. Enter the result (but not less than zero)	50

Other Taxes	51	Self-employment tax (attach Schedule SE)	51
	52	Alternative minimum tax (attach Form 6251)	52
	53	Tax from recapture of investment credit (attach Form 4255)	53
	54	Social security tax on tip income not reported to employer (attach Form 4137)	54
	55	Tax on an IRA (attach Form 5329)	55
	56	Add lines 50 through 55. This is your total tax	56

Payments	57	Federal income tax withheld	57
	58	1984 estimated tax payments and amount applied from 1983 return	58
	59	Earned income credit. If line 33 is under \$10,000, see page 16	59
	60	Amount paid with Form 4868	60
	61	Excess social security tax and RRTA tax withheld (two or more employers)	61
	62	Credit for Federal tax on gasoline and special fuels (attach Form 4136)	62
	63	Regulated Investment Company credit (attach Form 2439)	63
	64	Add lines 57 through 63. These are your total payments	64

Refund or Amount You Owe	65	If line 64 is larger than line 56, enter amount OVERPAID	65
	66	Amount of line 65 to be REFUNDED TO YOU	66
	67	Amount of line 65 to be applied to your 1985 estimated tax	67
	68	If line 56 is larger than line 64, enter AMOUNT YOU OWE. Attach check or money order for full amount payable to "Internal Revenue Service." Write your social security number and "1984 Form 1040" on it. (Check <input type="checkbox"/> if Form 2210 (2210F) is attached. See page 17 of instructions.) \$	68

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign Here	Your signature _____ Date _____		Spouse's signature (if filing jointly, BOTH must sign) _____	
	Preparer's signature _____ Date _____		Preparer's social security no. _____	
Paid Preparer's Use Only	Firm's name (or yours, if self-employed) and address _____		E.I. No. _____	
	ZIP code _____		Check if self-employed <input type="checkbox"/>	

1984

Department of the Treasury Internal Revenue Service

Form 1040A US Individual Income Tax Return 00

OMB No. 1545-0046

Step 1
Name and address

Use the IRS mailing label. If you don't have one, print or type.

Your first name and initial (if joint return, also give spouse's name and initial)

Your social security no.

Present home address (number and street)

Spouse's social security no.

City, town or post office, State, and ZIP code

SAMPLE**Presidential Election Campaign Fund**Do you want \$1 to go to this fund? ☐ Yes ☐ NoIf joint return, does your spouse want \$1 to go to this fund? ☐ Yes ☐ No**Step 2**
Check your filing status
(Check only one)

- 1 ☐ Single (See if you can use Form 1040EZ.)
- 2 ☐ Married filing joint return (even if only one had income)
- 3 ☐ Married filing separate return. Enter spouse's social security number above and spouse's full name here.
- 4 ☐ Head of household (with qualifying person). If the qualifying person is your unmarried child but not your dependent, write this child's name here.

Step 3
Figure your exemptions

Always check the exemption box labeled Yourself. Check other boxes if they apply.

5a ☐ Yourself ☐ 65 or over ☐ Blindb ☐ Spouse ☐ 65 or over ☐ Blind

c First names of your dependent children who lived with you

Write number of boxes checked on 5a and b

Write number of children listed on 5c

d Other dependents:

1 Name

2 Relationship

3 Number of months lived in your home

4 Did dependent have income of \$1,000 or more?

5 Did you provide more than one-half of dependent's support?

Write number of other dependents listed on 5d
Add numbers entered on lines above

e Total number of exemptions claimed. (Also complete line 18.)

Step 4
Figure your total income

Attach copy B of Form(s) W-2 here

6 Total wages, salaries, tips, etc. This should be shown in Box 10 of your W-2 form(s). (Attach Form(s) W-2.)

6

7 Interest income. (If the total is over \$400, also complete and attach Schedule 1 (Form 1040A), Part I.)

7

8a Dividends. (If the total is over \$400, also complete and attach Schedule 1 (Form 1040A), Part II.)

8a

b Exclusion. See the instructions on page 16.

8b

c Subtract line 8b from line 8a. Write the result.

8c

9a Unemployment compensation (insurance), from Form(s) 1099-G. Total received.

9a

b Taxable amount, if any, from the worksheet on page 17 of the instructions.

9b

10 Add lines 6, 7, 8c, and 9b. Write the total. This is your total income.

10

Step 5
Figure your adjusted gross income

11a Individual retirement arrangement (IRA) deduction, from the worksheet on page 19.

11a

b Write IRA payments made in 1985 that you included on line 11a: (\$)

12 Deduction for a married couple when both work. Complete and attach Schedule 1 (Form 1040A), Part III.

12

13 Add lines 11a and 12. Write the total. These are your total adjustments.

13

14 Subtract line 13 from line 10. Write the result. This is your adjusted gross income.

14

Step 6**Figure your taxable income**

15	Write the amount from line 14.	15	.
16	Allowable part of your charitable contributions, from the worksheet on page 21 of the instructions.	16	.
17	Subtract line 16 from line 15. Write the result.	17	.
18	Multiply \$1,000 by the total number of exemptions claimed on line 5e.	18	.
19	Subtract line 18 from line 17. Write the result. This is your taxable income .	19	.

Step 7**Figure your tax, credits, and payments****If You Want IRS to Figure Your Tax, See Page 21 of the Instructions.**

20	Find the tax on the amount on line 19. Use the tax table, pages 31-36.	20	.
21a	Credit for child and dependent care expenses. Complete and attach Schedule 1 (Form 1040A), Part IV.	21a	.
b	Partial credit for political contributions for which you have receipts. See page 24 of the instructions.	21b	.
22	Add lines 21a and 21b. Write the total.	22	.
23	Subtract line 22 from line 20. Write the result (but not less than zero). This is your total tax .	23	.

Federal income tax withheld. This should be shown in Box 9 of your W-2 form(s). (If line 23 is more than \$37,800, see page 24 of the instructions.)

24a

Income tax credit, from the worksheet on page 25 of the instructions.

24b

25	Add lines 24a and 24b. Write the total. These are your total payments .	25	.
26	If line 25 is larger than line 23, subtract line 23 from line 25. Write the result. This is the amount of your refund .	26	.
27	If line 23 is larger than line 25, subtract line 25 from line 23. Write the result. This is the amount you owe . Attach check or money order for full amount payable to "Internal Revenue Service." Write your social security number and "1984 Form 1040A" on it.	27	.

Step 9**Sign your return**

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than the taxpayer) is based on all information of which the preparer has any knowledge.

Your signature

Date

Your occupation

X

Spouse's signature (if joint return, both must sign)

Date

Spouse's occupation

X

Paid preparer's signature

Date

Preparer's social security no.

X

Firm's name (or yours, if self-employed)

Employer identification no.

Address and ZIP code

Check if self-employed



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**Name &
address**

Please print your numbers like this.

1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---

Social security number

Print your name above (first, initial, last)

Present home address (number and street)

City, town, or post office State and ZIP code

SAMPLE

SAMPLE

Presidential Election Campaign Fund
Check box if you want \$1 of your tax to

Figure your tax

- 1** Total wages, salaries, and tips. This should be shown in Box 10 of your W-2 form(s) (Attach your W-2 form(s).) **1**
- 2** Interest income of \$400 or less. If the total is more than \$400, you cannot use Form 1040EZ. **2**

Attach
Copy B of
Form(s)
W-2 here

- | | | |
|----------|--|----------|
| 3 | Add line 1 and line 2. This is your adjusted gross income. | 3 |
| 4 | Allowable part of your charitable contributions. Complete the worksheet on page 21 of the instruction booklet. Do not enter more than \$75. | 4 |

- 5** Subtract line 4 from line 3. **5**

- 6** Amount of your personal exemption. **6**

- 7 Subtract line 6 from line 5. This is your taxable income.** **7**

- 8** Enter your Federal income tax withheld. This should be shown in Box 9 of your W-2 form(s).

- 9** Use the single column in the tax table on pages 31-36 of the instruction booklet to find the tax on your taxable income on line 7. Enter the amount of tax. **9**

**Refund
or
amount
you owe**

**Attach tax
payment here**

- 10** If line 8 is larger than line 9, subtract line 9 from line 8.
Enter the amount of your refund. **10**

- 11** If line 9 is larger than line 8, subtract line 8 from line 9.
Enter the amount you owe. Attach check or money order
for the full amount, payable to "Internal Revenue Service." **11**

**Sign
your
return**

I have read this return. Under penalties of perjury, I declare that to the best of my knowledge and belief, the return is true, correct, and complete.

Your signature

Date _____

For IRS Use Only—Please do not write in boxes below.

1 2 3 4 5

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